

KYLE MORAN

Virtual Assistant

CONTACT

Caloocan City, Metro Manila

in/kyle-aldrich-moran

EDUCATION

Brigham Young University - Idaho

Bachelor of Science in Software Development

Anticipated 2028

Caloocan City Science HS

STEM

2016 - 2020

SKILLS

- Process improvement
- Proactive and self-motivated
- Problem-Solving
- Time Management
- Presentation Skills
- Networking
- Excellent communication skills
- Team Collaboration

CERTIFICATION

- Web & Computer Programming Certificate BYU-Idaho (2026)
- TESDA NCII & NCIII Japanese Language Certification (2025-26)
- TESDA NCI Basic Spanish Language for Different Vocation Certification TESDA (2020
- National Scientific Research Category Finalist (2019)

SUMMARY

As a Virtual Assistant, I specialized in using various tools, language learning models, and AI tools to enhance and fulfill my work. My project management and communication skills enable smooth collaboration with clients and team members. Highly organized and proficient in self-directed learning, I manage tasks efficiently in fast-paced settings. I thrive under pressure and am dedicated to ongoing learning and development.

WORK EXPERIENCE

Gen AI Production Artist ***(Part-time)*** **2025-2026**

•Designed and deployed end-to-end AI background plate pipeline for an animated production doing relighting, restyling, and VFX prop replacement using paid Gen AI tools. Processing 200+ shots and reducing per-plate turnaround from hours to minutes through standardized prompt engineering and style presets.

• Engineered Python automation scripts for a live animation production pipeline including plate renaming, folder hierarchy generation, and batch processing workflows, eliminating manual file management across 200+ monthly assets.

• Integrated Generative AI platform APIs into a unified cinematic framework for 3D asset generation, developing custom AI harnesses, Claude skills, and end-to-end pipelines for scalable production.

Celerity Studios / Mixxi **2024-2025**

Asset Generation Specialist (*Full-time)*

• Developed automation scripts to auto-generate reusable code for video processing, cutting development time by 50% and standardizing workflows across 200+ monthly projects showcasing AI-integrated problem-solving.

• Experienced handling AI APIs to solve complex tasks like auto-compositing and background removal, dressing, image generation, etc. demonstrating cross-platform automation skills.

• Engineered 15+ open-sourced video production tools using Python scripting, reducing manual editing tasks by 70% and accelerating output delivery from hours to minutes proven ability to design end-to-end automation pipelines.

2022-2024

DUDA Website Developer *(Full-time)*

• Created engaging content and UGC videos to enhance brand visibility.

• Optimized websites for SEO, resulting in increased traffic and improved rankings.

• Developed a range of websites, from basic to complex e-commerce platforms, using DUDA website builder ensuring user-friendly experiences. Delivered innovative designs that consistently achieved high client satisfaction.

VOLUNTEER EXPERIENCE

The Church of Jesus Christ of Latter-day Saints **2020-2022**

Missionary *(Full-time)*

• Engaged in daily outreach, finding and teaching individuals in homes and public spaces. Served as District Leader and Zone Leader, overseeing the well-being and performance of over 80 missionaries. Led and managed 100+ missionaries. Functioned as Mission Secretary, responsible for data encoding and document safekeeping. Coordinated documents and contracts while performing various administrative roles. Conducted training sessions on software and clerical tasks, including appointment setting.