



Moises Lopez Echemendia

Executive Assistant & AI Operations Partner

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PROFILE

Founded and ran Rollbell, a Doha-based production studio serving GCC clients in automotive, healthcare and real estate. I led operations, client delivery and strategy alongside a commercial partner, and built the AI and automation systems the business ran on.

I turn large volumes of information into short decision briefs, track commitments to closure, and review every AI output before it reaches a client or a decision-maker.

EXPERIENCE

Founder & Head of Operations

2025 – 2026

Rollbell · Doha, Qatar

- Led production, operations and strategy, working alongside a business partner who owned client-facing sales.
- Coordinated campaigns end to end for MG Motors Qatar and Marble Medical Center: briefs, storyboards, timelines and delivery.
- Delivered website builds for a medical client in line with Ministry of Public Health (MoPH) Qatar requirements.
- Designed a B2B outreach strategy for Qatar companies and a pilot-project pitch for luxury automotive brands.
- Built the studio's internal AI orchestration layer (agents on a dedicated server) and its n8n automations.

SELECTED AI & AUTOMATION WORK

AutoCut: automated first edits in DaVinci Resolve

A rough cut used to take 20 hours of manual review, shot selection and music sync. I built a macOS app that analyses footage with a local AI vision model, reads the music and writes an editable timeline straight into Resolve, so the editor starts from a first cut, not raw footage. Version 7 shipped in September 2026 and is used by a premium Doha agency.

AI morning brief

Calendar, email and open tasks lived in different places. I set up a scheduled weekday brief that pulls them into one page of priorities and follow-ups before the day starts.

Shared operating system for AI agents

Projects and prompts were scattered across machines and work was being restarted from scratch. I designed a central project index and an always-on context vault that every agent loads automatically, with tasks split across sub-agents.

PORTFOLIO

Case studies, the agent system and the full AI stack: [moiseslopez.app](#)

CORE CAPABILITIES

- Priorities and follow-up
- Inbox and message triage
- One-page decision briefs
- Replies, reports, proposals
- AI workflow design
- Cross-team coordination

TOOLS

AI

Claude, Claude Code, ChatGPT, Codex, Gemini

Automation

n8n, self-hosted AI agents, custom Claude skills

Office

Microsoft 365 (Outlook, Excel, Word, PowerPoint, Teams), Google Workspace, Notion

Production

DaVinci Resolve, Remotion, ComfyUI

EDUCATION

Computer Systems & Networks

IES Lauro Olmo, Spain

LANGUAGES & DETAILS

Spanish — native

English — professional

Spanish nationality, available full-time