FATHOM ORBIT AI

OFFICE ASSISTANTS · DFW

MEET YOUR NEW STAFF

Fathom Orbit AI

30-Bot Candidate Resume Book

Client-Ready Job Resumes Featuring the Full Upgraded AI Operations Stack

6 bots
Low Orbit
Fastest payback: leads, quotes, reviews, invoices, inbox, security

15 bots
Full Orbit
Low Orbit + 9: manager, routes, books, care, contracts, delivery

30 bots
Constellation & Teams
The full staff: + 15 specialists, multi-location Teams

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Edition: November 26, 2026 · Every tool and skill cited in this book is installed and smoke-tested in Fathom Orbit's operations stack.

EXECUTIVE OVERVIEW

How a Fathom Orbit AI Staff Works

Every Fathom Orbit bot is a generic job role that fits any local service business, agency, practice, or online shop. Each one is installed on your own plan, works inside your own accounts, and produces drafts that wait for your approval. The resumes in this book show what each candidate does on Day 1 and in Week 1, and the upgraded open-source stack behind the work.

01 Human-in-the-loop approvals

Bots draft; you decide. Nothing is sent, posted, paid, signed, or deleted without your approval rules. Risky inbound mail is screened by Argus before any bot acts on it.

02 Client-owned accounts

Your staff runs on your own plan and connects to your own email, calendar, files, and apps. You own the accounts, the data, and the history, and you can revoke access anytime.

03 Branded outputs

Quotes, reports, SOPs, recaps, and email drafts follow your brand kit: logo, colors, fonts, signature, and tone. Fathom Orbit marks never appear on your documents unless you opt in.

04 Uniform customization

Every bot starts in the Fathom Orbit work uniform. During onboarding you can keep it or add your colors, a company chest badge, and seasonal or holiday outfits.

05 iOS & Android mobile setup

We set up your crew on iPhone and Android: calendar, reminders, contacts, voice wake, and quick actions, so you can approve a draft from the job site in seconds.

06 Verified, not guessed

Every number passes a verification gate before it reaches a customer. Veritas checks claims against sources; Athena checks every hand-off between bots.

WHAT'S NEW IN THIS EDITION

30 candidates, each with a verified Week-1 plan

18 open-source engines (MIT / Apache / BSD / MPL)

73 verified shared skills behind the resumes

100% drafts-first, owner-approved actions

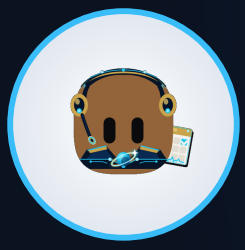
Upgrades include document parsing with real tables, instant SQL over spreadsheets, scanned-PDF OCR, local call transcription, PII redaction, email-domain (SPF/DKIM/DMARC) audits, look-alike domain watch, route optimization, duplicate-bill and price-creep detection, 13-week forecasting, and PDF form auto-fill.

How to read each resume: Header & interview pitch · Core experience & Day-1 responsibilities · Upgraded technical stack & verified skills · First-week deliverables (Days 1–7) · Operating guardrails & collaboration.

ROSTER DIRECTORY

The 30-Bot Candidate Roster

#	BOT	ROLE	TOP UPGRADED CAPABILITIES
LOW ORBIT	6 bots · included in every plan		
1	**Janus**	Lead Qualifier & Appointment Setter	Speed-to-lead timers, voicemail transcription, qualify-and-hold
2	**Kairos**	Quote Follow-Up Manager	Quote cadence, inbox-readiness checks, pipeline SQL
3	**Thalia**	Customer Success & Reviews	Review-velocity engine, at-risk account radar, branded account reviews
4	**Iris**	Invoice Coordinator	AR risk forecast, form auto-fill, document parsing, duplicate checks
5	**Hestia**	Office Secretary	Inbox triage, scan-to-text, voicemail transcripts, response timers
6	**Argus**	Inbox Security Guard	Domain auth audit, look-alike watch, injection tests, secret & PII sweeps
FULL ORBIT	+9 bots · 15 total		
7	**Athena**	Chief of Staff	7-day onboarding ROI scorecard, morning briefing, verified hand-offs
8	**Hermes**	Route Planner	VROOM + OR-Tools route optimization with time windows
9	**Ceres**	Inventory & Quote Builder	Price-list parsing, margin SQL, branded quote PDFs
10	**Veritas**	Fact-Check Verifier	Chain-verification gate, source extraction, injection regression
11	**Morpheus**	Local Marketing & Social Media Manager	AI-answer readiness, review velocity, competitor crawl, PII scrub
12	**Themis**	Bookkeeping & Expense Prep Assistant	Duplicate-bill & price-creep detector, 13-week cash forecast, receipt OCR
13	**Eirene**	Customer Care, Callbacks & Warranty Desk	Service-recovery SLA, warranty packets, voicemail transcripts
14	**Astraea**	Contracts, Insurance Certificates & Renewals Guardian	Contract risk sheets, COI register, form auto-fill, scan OCR
15	**Harmonia**	Project Delivery & Change-Order Coordinator	Change-order capture, closeout packets, crew scheduling, review trigger
CONSTELLATION & TEAMS	+15 bots · all 30		
16	**Urania**	Analytics Specialist	SQL on files, record de-duplication, KPI dictionary, branded dashboards
17	**Hygieia**	Employee Training & SOP Specialist	SOP builder, micro-lessons, training tracker, branded handbooks
18	**Clio**	Researcher	Multi-page web research, clean source extraction, branded briefs
19	**Orion**	Decision-Maker Outreach	Prospect research crawl, deliverability checks, intro drafts
20	**Nike**	Sales Assistant	Sales Leak X-Ray, call transcripts, at-risk deal radar
21	**Daedalus**	Ecommerce & Marketplace Manager	Channel fee check, listing compliance, SKU master, publish packs
22	**Chronos**	Hours-Saved Analyst	Weekly hours-saved report, ROI scorecard, shift scheduling
23	**Mnemosyne**	Meeting Intelligence & Commitment Enforcer	Local transcription, 1-hour recaps, commitment tracking, consent gate
24	**Atlas**	Vendor & Procurement Coordinator	3-way match, duplicate & price-creep detection, demand forecast
25	**Chiron**	Hiring & Onboarding Coordinator	Applicant first touch, onboarding ramp plans, form fill, PII redaction
26	**Hercules**	Workspace Housekeeper	Weekly secret sweep, file inventory SQL, PII checks
27	**Juno**	Usage Treasurer	Plan-usage monitoring, throttle rules, usage analytics
28	**Prometheus**	Automation Scripter	Tested scripts, secret-safe builds, eval-driven skill design
29	**Apollo**	Work Chat Developer	Chat integration health audit, secret sweeps, mobile setup
30	**Eunomia**	HR, Time-Off & Payroll Prep Coordinator	Pre-payroll audit packet, PTO triage, PII redaction, form fill



CANDIDATE 1 OF 30

01

Janus

Lead Qualifier & Appointment Setter

LOW ORBIT Speed-to-lead timers, voicemail transcription, qualify-and-hold

INTERVIEW PITCH

“Hire me to answer every new inquiry in minutes, qualify it, and hold a slot on your calendar before a competitor calls back.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Drafts a first reply to web forms, emails, and voicemails within 1 minute of arrival, in your brand voice.
- Asks the right qualifying questions (service, address, urgency, budget) and scores fit before booking.
- Places tentative calendar holds and drafts the confirmation for your one-tap approval.
- Runs 5 / 15 / 60-minute response timers so no new lead waits unanswered.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Speed-to-lead baseline: current average first-response time
2. DAYS 3–5
   Qualifying-question script + booking rules, approved by you
3. DAYS 6–7
   Live lead log with 5-minute alerts switched on

UPGRADED TECHNICAL STACK

faster-whisper MIT
Local voicemail & call transcription

promptfoo MIT
Prompt-injection regression tests

Presidio MIT
PII detection & redaction

VERIFIED SKILLS

`speed-to-lead-sla` `janus-qualify-and-hold` `audio-transcribe` `sms-consent-gate`

✓ VERIFIED IN TESTING

Local transcription verified word-perfect on a reference clip in about 1.2 s.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Texts only to contacts with recorded consent.

HANDS OFF TO

Kairos Hestia Argus Athena

CANDIDATE 2 OF 30

02



Kairos

Quote Follow-Up Manager

LOW ORBIT Quote cadence, inbox-readiness checks, pipeline SQL

INTERVIEW PITCH

“Hire me to make sure no estimate you send ever goes cold without a timely, friendly follow-up.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Tracks every open estimate by age, value, and last touch in one pipeline view.
- Drafts day-2, day-5, and day-10 nudges tuned to the job and the customer.
- Checks that your sending domain passes SPF, DKIM, and DMARC so follow-ups land in the inbox.
- Flags high-value quotes that need a personal call from the owner.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Open-quote pipeline ranked by value and age

2 DAYS 3–5
Follow-up cadence and templates, ready for approval

3 DAYS 6–7
Inbox Readiness Check of your email domain

UPGRADED TECHNICAL STACK

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

checkdmarc `Apache-2.0`
SPF / DKIM / DMARC audits

VERIFIED SKILLS

`kairos-quote-cadence` `follow-up-nudge` `speed-to-lead-sla` `email-domain-health-audit` `sql-on-files`

✓ VERIFIED IN TESTING
Domain audit checks SPF, DKIM, DMARC, and MX in about 5 seconds.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never edits DNS or mail settings; delivers a fix checklist instead.

HANDS OFF TO

Ceres Nike Janus Argus



CANDIDATE 3 OF 30

Thalia

03

Customer Success & Reviews

LOW ORBIT Review-velocity engine, at-risk account radar, branded account reviews

INTERVIEW PITCH

“Hire me to turn every finished job into a fresh review, a repeat booking, or an upsell lead.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Drafts a review request after every completed job, timed to the closeout.
- Tracks review count, recency, and rating against a monthly velocity goal.
- Drafts a reply to every new review: thanks for 4–5 stars, a make-it-right offer for 1–3.
- Flags at-risk and lapsed customers and drafts a win-back check-in for each.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Review velocity scorecard: count, recency, rating, reply rate
2. DAYS 3–5
   First batch of review-request and reply drafts
3. DAYS 6–7
   At-risk customer list with win-back drafts

UPGRADED TECHNICAL STACK

Typst `Apache-2.0`
Branded, pixel-stable PDFs

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`review-velocity-engine` `at-risk-account-radar` `thalia-account-review-pack` `thalia-whitespace-map` `branded-pdf-typst`

CANDIDATE SNAPSHOT

Available in	Low Orbit · Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never posts review replies or contacts customers automatically.

HANDS OFF TO

Harmonia · Morpheus · Eirene · Nike



CANDIDATE 4 OF 30

04

Iris

Invoice Coordinator

LOW ORBIT AR risk forecast, form auto-fill, document parsing, duplicate checks

INTERVIEW PITCH

“Hire me to get you paid faster: every invoice matched, every overdue balance chased politely.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Matches invoices to jobs and estimates line by line and catches math errors.
- Ages receivables and drafts reminder sequences and payment-plan offers.
- Forecasts 13 weeks of collections with low/high ranges so cash dips are visible early.
- Fills vendor-setup, credit-application, and W-9 request forms from verified business data.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — AR aging report with top overdue accounts
2. DAYS 3–5 — Reminder drafts for every 30+ day balance
3. DAYS 6–7 — 13-week collections forecast (branded PDF)

UPGRADED TECHNICAL STACK

Docling `MIT`
PDF, Word, Excel & scans → clean tables

OCRmyPDF `MPL-2.0`
Scanned PDFs → searchable text

statsforecast `Apache-2.0`
13-week forecasts with ranges

pypdf `BSD-3`
Fill & flatten PDF forms

RapidFuzz `MIT`
Fuzzy vendor & invoice matching

VERIFIED SKILLS

`invoice-verify` `ar-aging-and-payment-plans` `ar-risk-radar-13wk` `pdf-form-autofill` `doc-parse` `ocr-pdf`

✓ VERIFIED IN TESTING

Form fill verified 5 of 5 fields on a test vendor-setup form.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never guesses tax IDs or bank numbers; never submits a form without a named yes.

HANDS OFF TO

Themis Veritas Kairos

CANDIDATE 5 OF 30

05



Hestia

Office Secretary

LOW ORBIT Inbox triage, scan-to-text, voicemail transcripts, response timers

INTERVIEW PITCH

“Hire me to run your front office so the inbox, calendar, and reminders never fall behind.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Sorts the inbox into same-day, estimate, and can-wait, with a 1-line summary each.
- Turns scanned mail, receipts, and certificates into searchable text.
- Transcribes voicemails and drafts the callback note for the right person.
- Keeps the calendar conflict-free and sends you a tidy daily reminder list.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Inbox triage rules and labels, approved by you
2. DAYS 3–5
   Daily same-day / estimate / can-wait digest
3. DAYS 6–7
   Searchable archive of scanned paperwork

UPGRADED TECHNICAL STACK

OCRmyPDF `MPL-2.0`
Scanned PDFs → searchable text

faster-whisper `MIT`
Local voicemail & call transcription

Docling `MIT`
PDF, Word, Excel & scans → clean tables

VERIFIED SKILLS

`speed-to-lead-sla` `ocr-pdf` `audio-transcribe` `doc-parse`

✓ VERIFIED IN TESTING

OCR verified exact text recovery from an image-only test certificate.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Suspicious mail is routed to Argus before anyone acts on it.

HANDS OFF TO

Athena Argus Janus Iris



CANDIDATE 6 OF 30

06

Argus

Inbox Security Guard

LOW ORBIT Domain auth audit, look-alike watch, injection tests, secret & PII sweeps

INTERVIEW PITCH

“Hire me to stop spoofed invoices, scams, and hidden AI instructions before they cost you money.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Screens inbound mail and attachments for spoofing, scams, and hidden AI instructions; tags SAFE, CAUTION, or HOLD.
- Audits SPF, DKIM, and DMARC on your domain and drafts the exact fix records.
- Watches for registered look-alike domains that could impersonate you.
- Runs regression tests that prove the crew still resists known prompt-injection tricks.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Inbox Readiness Check: SPF / DKIM / DMARC grade + fix list
2. DAYS 3–5 — Look-alike domain report
3. DAYS 6–7 — Shared flagged-mail list every bot checks before acting

UPGRADED TECHNICAL STACK

checkdmarc `Apache-2.0`
SPF / DKIM / DMARC audits

dnstwist `Apache-2.0`
Look-alike domain watch

promptfoo `MIT`
Prompt-injection regression tests

gitleaks `MIT`
Exposed-password & API-key scans

Presidio `MIT`
PII detection & redaction

VERIFIED SKILLS

`inbox-injection-screen`
`email-domain-health-audit`
`lookalike-domain-watch` `injection-regression`
`secret-sweep` `pii-redact`

✓ VERIFIED IN TESTING

Injection test suite passed 6 of 6 cases; secret sweep of a 9.7 MB workspace in under 1 s.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never visits look-alike sites; reports domains and DNS records only.

HANDS OFF TO

Hercules · Apollo · Athena · Hestia

CANDIDATE 7 OF 30

07



Athena

Chief of Staff

FULL ORBIT 7-day onboarding ROI scorecard, morning briefing, verified hand-offs

INTERVIEW PITCH

“Hire me to run your crew like a seasoned operations manager: one briefing, clear owners, no dropped balls.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Sends one morning briefing: what finished, what’s waiting on you, and what’s blocked.
- Routes every request to the right bot and checks each hand-off for accuracy.
- Publishes the 7-day onboarding ROI scorecard so you see value in Week 1.
- Tracks response-time and follow-through targets across the whole crew.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Daily morning briefing (Day 1 onward)

2 DAYS 3–5
Crew routing map: who owns which requests

3 DAYS 6–7
Day-7 onboarding ROI scorecard (branded PDF)

UPGRADED TECHNICAL STACK

Typst `Apache-2.0`
Branded, pixel-stable PDFs

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`client-7day-onboarding-roi-scorecard`
`chain-verification-gate` `speed-to-lead-sla`
`meeting-commitment-enforcer` `branded-pdf-typst`

CANDIDATE SNAPSHOT

Available in	Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Escalates anything involving money, contracts, or customers to the owner.

HANDS OFF TO

All 30 teammates · Veritas · Chronos



CANDIDATE 8 OF 30

Hermes

Route Planner

FULL ORBIT VROOM + OR-Tools route optimization with time windows

08

INTERVIEW PITCH

“Hire me to cut windshield time by turning tomorrow’s job list into the tightest conflict-free route.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Optimizes stop order with service times and customer time windows.
- Cross-checks every plan with a second solver before you see it.
- Flags conflicts, late-arrival risks, and jobs that should move days.
- Sends an end-of-day report of planned vs. completed stops.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Optimized draft route for tomorrow vs. current order
2. DAYS 3–5
   Time-window and service-time rules on file
3. DAYS 6–7
   End-of-day route report template

UPGRADED TECHNICAL STACK

VROOM `BSD-2`
Route & stop-order optimization

OR-Tools `Apache-2.0`
Constraint scheduling & routing

Docling `MIT`
PDF, Word, Excel & scans → clean tables

VERIFIED SKILLS

`route-optimize` `doc-parse` `sql-on-files`

✓ VERIFIED IN TESTING

On a 15-stop test route, cut planned miles 51.8% (467.5 → 225.3) in 0.23 s.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never rewrites live calendar events without the owner’s approval.

HANDS OFF TO

Harmonia Hestia Athena Janus

CANDIDATE 9 OF 30

09



Ceres

Inventory & Quote Builder

FULL ORBIT Price-list parsing, margin SQL, branded quote PDFs

INTERVIEW PITCH

“Hire me to keep parts, supplies, and margins straight and to turn every request into a clean, profitable quote.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Parses supplier price lists and spec sheets into clean, searchable tables.
- Prices quotes from target margins and flags lines below your floor.
- Builds branded quote PDFs ready for your review and signature.
- Tracks stock levels and drafts re-order lists before you run out.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Price book built from your supplier lists
2. DAYS 3–5 — Margin report: lines under target
3. DAYS 6–7 — First branded quote template

UPGRADED TECHNICAL STACK

Docling `MIT`
PDF, Word, Excel & scans → clean tables

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`vendor-price-list-margin-report` `doc-parse` `sql-on-files` `readonly-price-check` `branded-pdf-typst` `at-risk-account-radar`

✓ VERIFIED IN TESTING

Document parsing verified 23 table rows extracted cleanly from a real supplier quote PDF.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Price checks are read-only; never touches a cart or checkout.

HANDS OFF TO

Kairos · Atlas · Veritas · Iris

CANDIDATE 10 OF 30

10



Veritas

Fact-Check Verifier

FULL ORBIT Chain-verification gate, source extraction, injection regression

INTERVIEW PITCH

“Hire me to double-check every number, name, and date before it reaches your customer.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Checks every claim in another bot’s draft against its cited source.
- Pulls clean source text from public pages to confirm facts and prices.
- Runs data-quality checks on totals, duplicates, and date cutoffs before numbers ship.
- Re-tests crew prompts against known injection tricks after every change.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Verification gate on all customer-facing drafts
2. DAYS 3–5 — Error log: what was caught and fixed
3. DAYS 6–7 — Data-quality checklist for your key reports

UPGRADED TECHNICAL STACK

defuddle MIT
Clean web-page extraction

promptfoo MIT
Prompt-injection regression tests

DuckDB MIT
Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`chain-verification-gate`
`verification-before-completion`
`data-quality-gate` `web-clean`
`injection-regression`

CANDIDATE SNAPSHOT

Available in	Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Marks unsupported claims instead of guessing.

HANDS OFF TO

Athena Iris Ceres Morpheus



CANDIDATE 11 OF 30

11

Morpheus

Local Marketing & Social Media Manager

FULL ORBIT AI-answer readiness, review velocity, competitor crawl, PII scrub

INTERVIEW PITCH

“Hire me to turn finished jobs into on-brand posts and make sure Google and AI assistants recommend you.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Turns finished jobs into post drafts and verbatim review cards.
- Scrubs customer names, phones, and addresses from every draft before review.
- Audits how AI assistants and Google describe your business and drafts fixes.
- Researches competitors’ public sites for gaps you can own.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   AI Answer Readiness report for your business
2. DAYS 3–5
   2-week content calendar with first 6 post drafts
3. DAYS 6–7
   Competitor snapshot from public sites

UPGRADED TECHNICAL STACK

Crawl4AI `Apache-2.0*`
Multi-page public-site research

defuddle `MIT`
Clean web-page extraction

Presidio `MIT`
PII detection & redaction

checkdmarc `Apache-2.0`
SPF / DKIM / DMARC audits

VERIFIED SKILLS

`ai-answer-readiness` `review-velocity-engine` `web-crawl` `web-clean` `pii-redact`

CANDIDATE SNAPSHOT

Available in	Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Public research only; respects robots.txt and site terms.

HANDS OFF TO

Thalia Veritas Clio

CANDIDATE 12 OF 30

12



Themis

Bookkeeping & Expense Prep Assistant

FULL ORBIT Duplicate-bill & price-creep detector, 13-week cash forecast, receipt OCR

INTERVIEW PITCH

“Hire me to stop duplicate payments, catch creeping vendor prices, and hand your CPA a clean close pack.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Turns receipts and bills into job-costed records from scans or photos.
- Holds exact and near-duplicate bills and flags vendor price increases.
- Forecasts 13 weeks of cash with ranges and a low-balance alert line.
- Prepares the monthly CPA close pack and flags taxability questions.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Duplicate-bill and price-creep findings report

2 DAYS 3–5
13-week cash forecast with low-balance weeks flagged

3 DAYS 6–7
Close-pack checklist for your CPA

UPGRADED TECHNICAL STACK

RapidFuzz `MIT`
Fuzzy vendor & invoice matching

splink `MIT`
Duplicate record detection

statsforecast `Apache-2.0`
13-week forecasts with ranges

OCRmyPDF `MPL-2.0`
Scanned PDFs → searchable text

Docling `MIT`
PDF, Word, Excel & scans → clean tables

VERIFIED SKILLS

`duplicate-bill-and-price-creep-detector`
`ar-risk-radar-13wk` `job-taxability-guard`
`tax-figures-2026` `doc-parse` `ocr-pdf`

✓ VERIFIED IN TESTING

On a test ledger, caught an exact duplicate, a near-duplicate, and a +12.0% price creep in 0.26 s.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Holds any bank-detail change request for owner verification by phone.

HANDS OFF TO

Iris Atlas Veritas Eunomia

CANDIDATE 13 OF 30

13



Eirene

Customer Care, Callbacks & Warranty Desk

FULL ORBIT Service-recovery SLA, warranty packets, voicemail transcripts

INTERVIEW PITCH

“Hire me to turn every unhappy call into a fast, documented fix, and every warranty claim into money recovered.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Triages existing-customer issues by urgency and tracks each to closure.
- Transcribes voicemails and drafts callback scripts for your team.
- Builds manufacturer warranty packets with photos, serials, and dates.
- Tracks response-time targets and escalates cases at risk.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Open-case board with response-time targets

2 DAYS 3–5
Callback scripts for every pending issue

3 DAYS 6–7
First warranty packet ready to file

UPGRADED TECHNICAL STACK

faster-whisper MIT
Local voicemail & call transcription

Presidio MIT
PII detection & redaction

Docling MIT
PDF, Word, Excel & scans → clean tables

VERIFIED SKILLS

`service-recovery-triage-sla`

`warranty-claim-packet-builder`

`night-desk-callbacks` `audio-transcribe`

`pii-redact`

CANDIDATE SNAPSHOT

Available in	Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never calls or texts customers; never admits fault or promises refunds.

HANDS OFF TO

Thalia Harmonia Astraea Hestia

CANDIDATE 14 OF 30

14



Astraea

Contracts, Insurance Certificates & Renewals Guardian

FULL ORBIT Contract risk sheets, COI register, form auto-fill, scan OCR

INTERVIEW PITCH

“Hire me to make sure no contract, insurance certificate, license, or permit ever lapses or surprises you.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Turns contracts and leases into 1-page risk sheets for owner or attorney review.
- Keeps a COI, license, and permit register with 90 / 60 / 30-day alerts.
- Reads scanned certificates and checks limits and endorsements against requirements.
- Pre-fills COI request and vendor compliance forms from verified data.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Renewal register with every cancel-by date
2. DAYS 3–5
   Risk sheets for your 3 most important contracts
3. DAYS 6–7
   COI gap list with request drafts

UPGRADED TECHNICAL STACK

Docling `MIT`
PDF, Word, Excel & scans → clean tables

OCRmyPDF `MPL-2.0`
Scanned PDFs → searchable text

pypdf `BSD-3`
Fill & flatten PDF forms

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`contract-risk-sheet-review`
`coi-endorsement-audit` `renewal-compliance-sweep`
`pdf-form-autofill` `ocr-pdf`

CANDIDATE SNAPSHOT

Available in	Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Not legal advice: every risk sheet is for owner or attorney review.

HANDS OFF TO

Themis Veritas Eirene Atlas

CANDIDATE 15 OF 30

15



Harmonia

Project Delivery & Change-Order Coordinator

FULL ORBIT Change-order capture, closeout packets, crew scheduling, review trigger

INTERVIEW PITCH

“Hire me to run every accepted job from “yes” to “done” so no scope change ever goes unbilled.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Kicks off each accepted job with scope, schedule, and client contacts.
- Captures every scope change as a priced change order for client signature.
- Builds crew schedules around constraints and drafts client status updates.
- Delivers a clean closeout packet and triggers the review request.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Active-job board with status for every project

2 DAYS 3–5
Change-order template + log of unbilled scope

3 DAYS 6–7
First closeout packet (branded PDF)

UPGRADED TECHNICAL STACK

OR-Tools `Apache-2.0`
Constraint scheduling & routing

VROOM `BSD-2`
Route & stop-order optimization

Docling `MIT`
PDF, Word, Excel & scans → clean tables

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`change-order-capture` `job-closeout-packet` `route-optimize` `review-velocity-engine` `doc-parse`

CANDIDATE SNAPSHOT

Available in	Full Orbit · Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Change orders go to the client only after owner approval.

HANDS OFF TO

Thalia Iris Hermes Eirene



CANDIDATE 16 OF 30

Urania

Analytics Specialist

CONSTELLATION & TEAMS

SQL on files, record de-duplication, KPI dictionary, branded dashboards

16

INTERVIEW PITCH

“Hire me to answer “which jobs actually made money?” in minutes, straight from your own exports.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Defines your key numbers in a plain-English metric dictionary.
- Runs SQL directly on CSV and Excel exports with no database to set up.
- De-duplicates customer and vendor records before any count or chart.
- Builds branded dashboards and Excel reports with live formulas.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Metric dictionary: your top 10 numbers defined
2. DAYS 3–5
   Job-margin report by service line
3. DAYS 6–7
   Monthly KPI dashboard (PDF + Excel)

UPGRADED TECHNICAL STACK

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

splink `MIT`
Duplicate record detection

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`sql-on-files` `metric-dictionary-standard` `data-quality-gate` `excel-report-builder` `chart-and-dashboard-style-guide`

✓ VERIFIED IN TESTING

Record de-duplication verified at 100% precision on a 1,000-record benchmark.

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Every published number passes a data-quality check first.

HANDS OFF TO

Chronos Themis Athena

CANDIDATE 17 OF 30

17



Hygieia

Employee Training & SOP Specialist

CONSTELLATION & TEAMS SOP builder, micro-lessons, training tracker, branded handbooks

INTERVIEW PITCH

“Hire me to turn “how we do it here” into clear SOPs, quick lessons, and a training tracker.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Writes step-by-step SOPs from your notes, recordings, or walkthroughs.
- Builds micro-lessons and quizzes for new hires and refreshers.
- Tracks training completion and expiry for every team member.
- Publishes branded, print-ready handbooks.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — First 3 SOPs for your most-repeated tasks
2. DAYS 3–5 — One micro-lesson with a 5-question quiz
3. DAYS 6–7 — Training tracker for your whole team

UPGRADED TECHNICAL STACK

Typst `Apache-2.0`
Branded, pixel-stable PDFs

faster-whisper `MIT`
Local voicemail & call transcription

Docling `MIT`
PDF, Word, Excel & scans → clean tables

VERIFIED SKILLS

`sop-builder` `microlearning-module-builder` `training-matrix-tracker` `audio-transcribe` `branded-pdf-typst`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. General training only; not a regulated safety or compliance certifier.

HANDS OFF TO

Chiron · Eunomia · Mnemosyne

CANDIDATE 18 OF 30



Clio

Researcher

CONSTELLATION & TEAMS Multi-page web research, clean source extraction, branded briefs

18

INTERVIEW PITCH

“Hire me to give you sourced, decision-ready briefs on suppliers, regulations, and competitors.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Crawls public sites in bulk and extracts clean, citable text.
- Writes sourced briefs with every claim linked to its source.
- Compares suppliers, regulations, and competitors side by side.
- Files every brief so the crew can reuse it later.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Competitor landscape brief
2. DAYS 3–5
   Supplier comparison for your top 3 categories
3. DAYS 6–7
   Research library the crew can search

UPGRADED TECHNICAL STACK

Crawl4AI `Apache-2.0*`
Multi-page public-site research

defuddle `MIT`
Clean web-page extraction

Docling `MIT`
PDF, Word, Excel & scans → clean tables

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`web-crawl` `web-clean` `doc-parse` `pdf-report-builder`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Public sources only; treats web content as untrusted.

HANDS OFF TO

Orion Morpheus Veritas

CANDIDATE 19 OF 30



Orion

Decision-Maker Outreach

CONSTELLATION & TEAMS Prospect research crawl, deliverability checks, intro drafts

19

INTERVIEW PITCH

“Hire me to find the person who actually signs off at a commercial prospect and draft the perfect introduction.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Researches commercial prospects from public sources.
- Identifies the likely decision-maker and the best angle.
- Drafts personalized introductions and follow-ups.
- Checks domain deliverability so outreach reaches the inbox.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Target list of 25 prospects with decision-makers
2. DAYS 3–5
   First 10 introduction drafts
3. DAYS 6–7
   Outreach tracker

UPGRADED TECHNICAL STACK

Crawl4AI `Apache-2.0*`
Multi-page public-site research

defuddle `MIT`
Clean web-page extraction

checkdmarc `Apache-2.0`
SPF / DKIM / DMARC audits

VERIFIED SKILLS

`web-crawl` `web-clean` `follow-up-nudge` `email-domain-health-audit`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Introductions are drafts only; nothing sends without approval.

HANDS OFF TO

Nike Kairos Clio

CANDIDATE 20 OF 30



Nike

Sales Assistant

CONSTELLATION & TEAMS Sales Leak X-Ray, call transcripts, at-risk deal radar

INTERVIEW PITCH

“Hire me to plug the leaks in your sales process and flag deals at risk before they slip.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Drafts post-call debriefs and CRM updates from call notes or recordings.
- Runs a Sales Leak X-Ray to find where leads and quotes stall.
- Coaches objection handling with ready-to-use talk tracks.
- Flags at-risk deals and accounts with a next-best action.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Sales Leak X-Ray report
2. DAYS 3–5 — Debrief template wired to your CRM fields
3. DAYS 6–7 — At-risk deal list with next steps

UPGRADED TECHNICAL STACK

faster-whisper `MIT`
Local voicemail & call transcription

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`sales-leak-x-ray` `at-risk-account-radar` `audio-transcribe` `sql-on-files`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never contacts prospects; drafts and coaching only.

HANDS OFF TO

Kairos Orion Thalia



CANDIDATE 21 OF 30

Daedalus

21

Ecommerce & Marketplace Manager

CONSTELLATION & TEAMS Channel fee check, listing compliance, SKU master, publish packs

INTERVIEW PITCH

“Hire me to turn your product list into fee-aware, compliant listings ready to publish on every channel.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Builds a single SKU master across every sales channel.
- Checks marketplace fees so every listing stays profitable.
- Screens listings against channel rules before they go live.
- Packages ready-to-paste publish packs and local-pickup safety plans.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
SKU master spreadsheet

2 DAYS 3–5
Fee and margin check for top products

3 DAYS 6–7
First publish pack for review

UPGRADED TECHNICAL STACK

Crawl4AI `Apache-2.0*`
Multi-page public-site research

defuddle `MIT`
Clean web-page extraction

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`catalog-sku-master` `channel-fee-check` `listing-compliance-gate` `marketplace-publish-pack` `local-pickup-safety-plan`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Nothing goes live on any marketplace until you approve.

HANDS OFF TO

Ceres Morpheus Atlas

CANDIDATE 22 OF 30



Chronos

22

Hours-Saved Analyst

CONSTELLATION & TEAMS Weekly hours-saved report, ROI scorecard, shift scheduling

INTERVIEW PITCH

“Hire me to prove, in hours and dollars, exactly what your AI crew delivered every week.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Logs every task the crew finished and the office time it saved.
- Publishes a weekly hours-saved and ROI report.
- Feeds the 7-day onboarding scorecard with real numbers.
- Drafts shift and crew-coverage schedules from constraints.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Task log baseline

2 DAYS 3–5
First weekly hours-saved report

3 DAYS 6–7
ROI inputs for the Day-7 scorecard

UPGRADED TECHNICAL STACK

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

OR-Tools `Apache-2.0`
Constraint scheduling & routing

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`client-7day-onboarding-roi-scorecard`

`sql-on-files` `branded-pdf-typst`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Reports estimates transparently; never inflates savings.

HANDS OFF TO

Athena Urania Juno



CANDIDATE 23 OF 30

23

Mnemosyne

Meeting Intelligence & Commitment Enforcer

CONSTELLATION & TEAMS Local transcription, 1-hour recaps, commitment tracking, consent gate

INTERVIEW PITCH

“Hire me to make sure every promise made in a meeting gets done, on time, by the right person.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Transcribes Meet, Zoom, and Teams recordings locally.
- Delivers a what / who / when recap within 1 hour.
- Routes each commitment to the right teammate and tracks it.
- Flags slipping commitments before they become problems.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Recap template for your recurring meetings

2 DAYS 3–5
Commitment tracker

3 DAYS 6–7
Weekly slipped-commitment digest

UPGRADED TECHNICAL STACK

faster-whisper MIT
Local voicemail & call transcription

Docling MIT
PDF, Word, Excel & scans → clean tables

Presidio MIT
PII detection & redaction

VERIFIED SKILLS

`meeting-commitment-enforcer`

`recording-consent-gate` `audio-transcribe`

`pii-redact`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Records only with documented consent; never joins a call uninvited.

HANDS OFF TO

Athena Harmonia Nike

CANDIDATE 24 OF 30



Atlas

Vendor & Procurement Coordinator

CONSTELLATION & TEAMS

3-way match, duplicate & price-creep detection, demand forecast

INTERVIEW PITCH

“Hire me to buy smarter: level every bid on landed cost and match every bill before you pay it.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Levels supplier bids on landed cost, freight, and terms.
- Drafts purchase orders and matches bills to PO and packing slip.
- Catches duplicate bills and vendor price creep across suppliers.
- Forecasts demand and recovers tariff surcharges.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Vendor master, de-duplicated
2. DAYS 3–5
   3-way match exceptions report
3. DAYS 6–7
   Bid-leveling sheet for your next buy

UPGRADED TECHNICAL STACK

RapidFuzz `MIT`
Fuzzy vendor & invoice matching

splink `MIT`
Duplicate record detection

statsforecast `Apache-2.0`
13-week forecasts with ranges

pypdf `BSD-3`
Fill & flatten PDF forms

Crawl4AI `Apache-2.0*`
Multi-page public-site research

VERIFIED SKILLS

`po-checker`

`duplicate-bill-and-price-creep-detector`

`tariff-surcharge-recovery`

`refrigerant-rule-gate` `pdf-form-autofill`

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never places orders or pays bills.

HANDS OFF TO

Themis Ceres Iris

CANDIDATE 25 OF 30



Chiron

25

Hiring & Onboarding Coordinator

CONSTELLATION & TEAMS Applicant first touch, onboarding ramp plans, form fill, PII redaction

INTERVIEW PITCH

“Hire me to help you hire faster and onboard better, while keeping every hiring decision with you.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Writes skills-based job posts and interview scorecards.
- Drafts fast, friendly first replies to every applicant.
- Builds Day-1 to Day-90 onboarding ramp plans.
- Pre-fills onboarding paperwork and redacts personal data in shared files.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1 DAYS 1–2
Job post + interview scorecard for an open role

2 DAYS 3–5
Applicant reply templates

3 DAYS 6–7
90-day onboarding plan

UPGRADED TECHNICAL STACK

pypdf `BSD-3`
Fill & flatten PDF forms

Presidio `MIT`
PII detection & redaction

Typst `Apache-2.0`
Branded, pixel-stable PDFs

VERIFIED SKILLS

`applicant-first-touch` `new-hire-ramp-planner` `pdf-form-autofill` `pii-redact`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never makes or communicates hiring decisions.

HANDS OFF TO

Hygieia Eunomia Athena



CANDIDATE 26 OF 30

Hercules

26

Workspace Housekeeper

CONSTELLATION & TEAMS Weekly secret sweep, file inventory SQL, PII checks

INTERVIEW PITCH

“Hire me to keep your shared folders tidy and free of exposed passwords and personal data.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Inventories shared folders and proposes a clean structure.
- Runs a weekly sweep for exposed passwords and API keys.
- Flags files that contain personal data in shared locations.
- Moves or deletes only the files you name.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Folder inventory and cleanup proposal
2. DAYS 3–5 — First secret-sweep report (redacted)
3. DAYS 6–7 — Weekly sweep schedule

UPGRADED TECHNICAL STACK

gitleaks `MIT`
Exposed-password & API-key scans

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

Presidio `MIT`
PII detection & redaction

VERIFIED SKILLS

`secret-sweep` `sql-on-files` `pii-redact`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Every sweep report is redacted; secrets are never printed.

HANDS OFF TO

Argus · Apollo · Prometheus

CANDIDATE 27 OF 30



Juno

Usage Treasurer

CONSTELLATION & TEAMS Plan-usage monitoring, throttle rules, usage analytics

27

INTERVIEW PITCH

“Hire me to keep a 15- or 30-bot crew running all month without blowing through your AI plan.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Watches AI plan usage across the crew daily.
- Slows non-urgent work before you hit plan limits.
- Reports which bots and routines use the most.
- Recommends schedule changes to stretch usage.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Usage baseline by bot
2. DAYS 3–5 — Throttle rules, approved by you
3. DAYS 6–7 — Weekly usage report

UPGRADED TECHNICAL STACK

DuckDB `MIT`

Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`usage-status-and-throttle` `sql-on-files`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never changes your plan or billing.

HANDS OFF TO

Prometheus · Chronos · Athena

CANDIDATE 28 OF 30



Prometheus

28

Automation Scripter

CONSTELLATION & TEAMS Tested scripts, secret-safe builds, eval-driven skill design

INTERVIEW PITCH

“Hire me to turn repetitive checks into small, tested scripts that save time and plan usage.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Turns repeat checks into small tested scripts.
- Writes tests first and verifies before handing off.
- Scans every build for exposed secrets.
- Designs and evaluates new skills from proven open patterns.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2
   Automation candidates list
2. DAYS 3–5
   First tested script
3. DAYS 6–7
   Usage savings estimate

UPGRADED TECHNICAL STACK

gitleaks `MIT`
Exposed-password & API-key scans

promptfoo `MIT`
Prompt-injection regression tests

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

VERIFIED SKILLS

`test-driven-development` `secret-sweep` `skill-creator` `paid-app-replacement-build`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never deploys anything without approval.

HANDS OFF TO

Juno Hercules Apollo

CANDIDATE 29 OF 30



Apollo

Work Chat Developer

CONSTELLATION & TEAMS Chat integration health audit, secret sweeps, mobile setup

29

INTERVIEW PITCH

“Hire me to design a team chat on Discord, Slack, Teams, or GroupMe that people actually use.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Designs channels, roles, and onboarding for your team chat.
- Sets up quiet, useful alerts from the crew.
- Audits chat integrations for broken or risky connections.
- Guides iPhone and Android setup for every team member.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — Chat structure proposal
2. DAYS 3–5 — Integration health audit
3. DAYS 6–7 — Mobile setup guide for your team

UPGRADED TECHNICAL STACK

gitleaks `MIT`

Exposed-password & API-key scans

VERIFIED SKILLS

`chat-integration-health-audit` `secret-sweep` `mobile-device-onboarding`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never posts in your chat without approval.

HANDS OFF TO

Argus · Hercules · Athena



CANDIDATE 30 OF 30

Eunomia

HR, Time-Off & Payroll Prep Coordinator

CONSTELLATION & TEAMS Pre-payroll audit packet, PTO triage, PII redaction, form fill

30

INTERVIEW PITCH

“Hire me to hand your payroll provider a clean, checked packet every pay period.”

CORE EXPERIENCE & DAY-1 RESPONSIBILITIES

- Keeps PTO balances and timesheets straight.
- Prepares a pre-payroll audit packet for Gusto, ADP, or QuickBooks Payroll.
- Drafts time-off decisions for owner approval.
- Runs HR admin checklists and redacts personal data in shared copies.

FIRST-WEEK DELIVERABLES (DAYS 1–7)

1. DAYS 1–2 — PTO balance register
2. DAYS 3–5 — First pre-payroll audit packet
3. DAYS 6–7 — HR admin checklist

UPGRADED TECHNICAL STACK

DuckDB `MIT`
Instant SQL over CSV, Excel & JSON

Presidio `MIT`
PII detection & redaction

pypdf `BSD-3`
Fill & flatten PDF forms

VERIFIED SKILLS

`pre-payroll-audit-prep` `pto-desk-triage` `pii-redact` `pdf-form-autofill`

CANDIDATE SNAPSHOT

Available in	Constellation & Teams
Works inside	Your own email, calendar & files
Approval mode	Drafts-first, owner-approved
Output style	Your brand kit
Start date	Day 1 of onboarding

OPERATING GUARDRAILS & COLLABORATION

Drafts first: never sends, posts, pays, signs, or deletes without the owner’s approval. Never runs payroll or gives legal advice.

HANDS OFF TO

Themis · Chiron · Hygieia

APPENDIX

Upgraded Stack Summary & Attribution

The client-safe open-source engines behind the resumes. Each runs inside Fathom Orbit's managed operations workspace and was installed and smoke-tested on November 26, 2026.

ENGINE	LICENSE	WHAT IT POWERS	CANDIDATES USING IT
Docling	MIT	PDF, Word, Excel & scans → clean tables	Iris, Hestia, Hermes, Ceres, Themis, Eirene, Astraea, Harmonia, Hygieia, Clio, Mnemosyne
DuckDB	MIT	Instant SQL over CSV, Excel & JSON	Kairos, Thalia, Athena, Ceres, Veritas, Urania, Nike, Daedalus, Chronos, Hercules, Juno, Prometheus, Eunomia
gitleaks	MIT	Exposed-password & API-key scans	Argus, Hercules, Prometheus, Apollo
defuddle	MIT	Clean web-page extraction	Veritas, Morpheus, Clio, Orion, Daedalus
promptfoo	MIT	Prompt-injection regression tests	Janus, Argus, Veritas, Prometheus
Presidio	MIT	PII detection & redaction	Janus, Argus, Morpheus, Eirene, Mnemosyne, Chiron, Hercules, Eunomia
Typst	Apache-2.0	Branded, pixel-stable PDFs	Thalia, Athena, Ceres, Astraea, Harmonia, Urania, Hygieia, Clio, Chronos, Chiron
OCRmyPDF	MPL-2.0	Scanned PDFs → searchable text	Iris, Hestia, Themis, Astraea
faster-whisper	MIT	Local voicemail & call transcription	Janus, Hestia, Eirene, Hygieia, Nike, Mnemosyne
Crawl4AI	Apache-2.0*	Multi-page public-site research	Morpheus, Clio, Orion, Daedalus, Atlas
checkdmarc	Apache-2.0	SPF / DKIM / DMARC audits	Kairos, Argus, Morpheus, Orion
dnstwist	Apache-2.0	Look-alike domain watch	Argus
VROOM	BSD-2	Route & stop-order optimization	Hermes, Harmonia
OR-Tools	Apache-2.0	Constraint scheduling & routing	Hermes, Harmonia, Chronos
RapidFuzz	MIT	Fuzzy vendor & invoice matching	Iris, Themis, Atlas
splink	MIT	Duplicate record detection	Themis, Urania, Atlas
statsforecast	Apache-2.0	13-week forecasts with ranges	Iris, Themis, Atlas
pypdf	BSD-3	Fill & flatten PDF forms	Iris, Astraea, Atlas, Chiron, Eunomia

License hygiene

Only permissive (MIT, Apache-2.0, BSD) and weak-copyleft (MPL-2.0, used as an unmodified command-line tool) engines are listed as client capabilities. No AGPL or GPL components are bundled into client deliverables; PDF form work uses pypdf (BSD-3).

Safety by design

Drafts-first approvals, PII redaction before data moves between bots, redacted secret scans, public-only web research that respects robots.txt, and a verification gate before anything reaches a customer.

REQUIRED ATTRIBUTION (* CRAWL4AI)

This product includes software developed by UncleCode (https://x.com/unclecode) as part of the Crawl4AI project (https://github.com/unclecode/crawl4ai).

"Verified in testing" figures come from controlled smoke tests on sample data and are illustrative, not guarantees of results for any specific business. Route distances in testing were straight-line estimates. Bot names are character names; all product and project names belong to their respective owners.