

# YASMIN ELSADDIK

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## SUMMARY

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Operator who builds the systems early-stage teams need to scale. First ops hire at a YC-backed AI startup in San Francisco; previously ran a 5,000-candidate recruiting funnel and chief-of-staff support across a 3,000-person organization. Fluent in English, French, Arabic, and Spanish.

## EXPERIENCE

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### Operations

Aug 2025 – Mar 2026

*Outlit (Y Combinator W25), San Francisco, CA*

- First operations hire at a YC W25 AI startup; built the recruiting, sales ops, and marketing ops functions from scratch alongside a 2-person founding team.
- Stood up the full hiring stack (Greenhouse + Deel) in 2 weeks and ran end-to-end pipelines for 6 roles across engineering and GTM, screening 100+ candidates and supporting 3 hires.
- Implemented core operating infrastructure across Notion, Stripe, Vanta, and PostHog, and drove SOC 2 readiness in Vanta — consolidating sales, hiring, and compliance into a single source of truth.
- Owned CRM hygiene and pipeline visibility for 200+ accounts, producing weekly pipeline reports for the founding team and supporting outbound sequences and marketing collateral.

### Executive Assistant to a Director General

Aug 2024 – Aug 2025

*Canada Border Services Agency, Ottawa, ON*

- Chief of staff–style support to a Director General overseeing 4 directorates and 3,000+ employees nationally; ran calendar, travel, and high-stakes briefing prep for the office.
- Built a OneNote-based email triage and approvals tracker that processed hundreds of inbound items daily, cutting briefing-note turnaround and ensuring 100% of committee submissions cleared deadline.
- Chaired weekly cross-directorate EA syncs and quality-controlled briefings and correspondence destined for committee approval, tightening positioning before documents reached executive leadership.

### Recruiter (Contract)

May 2024 – Aug 2024

*University of Ottawa, Remote*

- Owned a 5,000+ candidate recruiting funnel end-to-end: cold outreach, screening, pipeline management, and conversion reporting.
- Designed and shipped automated, stage-based email workflows in ActiveCampaign that replaced manual outreach, saving an estimated 400+ hours over the contract.
- Built admissions reporting dashboards and tightened CRM data integrity, giving leadership real-time visibility into funnel health for the first time.

## PROJECTS

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- **Pilasophy** — AI pilates coaching app that uses the camera to detect movement, count reps, and guide form in real time to prevent injury and accelerate progress. *Tools: MediaPipe Pose, Claude API, Supabase, Lovable, gpt-image-2.*
- **Notion Job Tracker Extension** — Chrome extension that automatically logs job applications to a Notion job tracker as you apply. *Tools: JavaScript, Claude API (Haiku), Notion API, Chrome Storage.*

## EDUCATION

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**MSc, Digital Transformation & Innovation, University of Ottawa**

2024

*Thesis: The Use of Artificial Intelligence in Recruitment Processes*

**BSc, Biopharmaceutical Sciences (Specialization in Medicinal Chemistry), University of Ottawa**

2020

## SKILLS

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**Operations & GTM:** Greenhouse, Deel, Stripe, Vanta, Notion, Linear, ActiveCampaign, PostHog, Cursor

**Design & Analysis:** Figma, Adobe Creative Cloud, Excel, IBM SPSS