

LESLIE QUIROZ

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SUMMARY

High-ownership operations generalist and team player who built a YC-backed startup's People & Operations function from scratch culture, onboarding, events, office, and executive support — while scaling the team 7x in six months. Comfortable owning ambiguous, unowned problems end-to-end, moving fast, and closing the loop without waiting for a spec.

CORE COMPETENCIES

Operations & Systems Building • Recruiting & Interviews • Onboarding Design • Event Planning & Logistics • Vendor & Expense Management • Office Management • Executive & Travel Support • Content Strategy & Production • Team Building & Company Culture • Customer Support & Engagement

EXPERIENCE

Multifactor (YC F25) *San Francisco, CA*

Chief of Staff, Full-Time (previously Social Media Manager, Contractor) | Sept 2025 – Present

- Serve as right hand to the founding team, owning People & Operations end to end: recruiting and cultural interviews, onboarding design, office management, vendor and merch operations, and travel/logistics coordination.
- Scaled the team from 1 to 7 — including founding engineers, a designer, and a VP of Engineering, running full-cycle culture interviews and building the onboarding process from scratch.
- Planned and executed company events end to end, including a 40-person Hertz activation and recurring team-building events, managing budget, vendors, and on-site logistics.
- Designed and set up the company's physical office space and manage day-to-day office operations.
- Support press and growth initiatives, coordinating stunt videos, acquisition-related content (Keypo), and blog placements alongside PR partners.
- Own company content end to end — ideate, film, produce, and edit short-form video and ghostwrite blog posts and LinkedIn content, publishing 3x per week.

Making Waves Academy Foundation *Bay Area, CA*

Multimedia & Video Intern | June 2025 – Dec 2025

- Produced short-form and B2B video content for foundation programs and partner organizations.
- Planned and hosted career-exploration events for students, including a marketing field trip, and mentored roughly 10 students on career development.
- Designed graphics and contributed to website branding, helping build the organization's internal brand guidelines.

UC Berkeley Adventures *Berkeley, CA*

Ropes Course Facilitator, Climbing Instructor & Administrative Assistant | May 2024 – June 2025

- Facilitated high-ropes courses and climbing instruction, owning group safety and logistics for community programs.
- Led community-building events and supported day-to-day administrative operations for the program.

SELECTED PROJECTS

- Nani App — Designer on a team project at UC Berkeley, independently leading UX/UI design for an app that gamified menstrual health tracking.
- Benis Blocks — Developed brand identity and visual design for an independent toy brand.

EDUCATION

University of California, Berkeley 2025

B.A. Cognitive Science, Minor in Data Science