

# Christine Mae Tse

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## SUMMARY

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Operations and Fund Ops professional with a STEM background (B.S. Chemical Engineering, cum laude - graduated at 19) and 3+ years in venture capital. Solo operator managing full fund ops for a 45-company VC portfolio including deal execution, fundraising support, capital deployment, and investor relations across the full fund lifecycle. Led AI adoption across the firm by building dashboards, automating processes, and developing internal tools with Claude Code. Does not require visa sponsorship.

## WORK EXPERIENCE

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### Outset Capital

June 2022 - Present

*Operations (June 2022 - March 2026), promoted to Chief of Staff (March 2026) | San Francisco, CA / Remote*

- Serve as sole operations lead and de facto fund controller for a ~45-company VC portfolio, managing end-to-end fund operations for the General Partner.
- Execute capital deployment - initiate investment wires, process capital calls, and manage fund cash flow.
- Administer entire Carta platform - manage subscription document flow, cap tables, portfolio tracking, and capital call processes for fund raises.
- Supported GP in fundraising efforts - prepared data rooms, coordinated LP due diligence requests, and tracked commitments through close.
- Screen all inbound deal flow and source potential investments via LinkedIn Sales Navigator; help draft investor memos and LP updates.
- Coordinated term sheet execution and closing logistics for new investments, liaising with legal counsel and co-investors.
- Help structure deal terms and review term sheets; manage relationships with LPs, co-investors, and lenders.
- Track fund financial metrics (DPI, TVPI, IRR) and coordinate with fund admin and auditors.
- Led AI adoption across the firm - built AI-powered portfolio dashboards, automated recurring workflows, and developed internal tools with Claude Code.
- Built 50,000+ founder CRM from scratch in Airtable, then led full migration to Attio; built automated pipeline triage and Fathom-to-Attio sync using Claude Code.
- Planned and executed "[Thursday Nights in AI](#)" events (300+ applicants per event), AI Dinners, Investor Dinners, and 2 [portfolio showcases](#).

### Carolina House Buyers

July 2020 - June 2022

*Operations & Strategy Lead | Charlotte, NC / Remote*

- Built and maintained CRM (REISift, Podio) for 230,000+ properties; managed multi-channel outreach (cold calling, direct mail, SMS, skip tracing) achieving ~10% lead-to-deal conversion.
- Drafted contract estimations for properties in the \$90K-\$200K range; developed systematic early-deal identification process that outpaced competition.
- Analyzed market trends and financial data to identify high-value real estate opportunities; coordinated courthouse runner and cold caller.

### TMAP Solutions

October 2017 - June 2020

*Validation Engineer | San Francisco, CA / Remote*

- Performed IQ/OQ/PQ, Cleaning Validation, and Deviation Handling for biopharma clients in South San Francisco; all work executed remotely from the Philippines.
- Completed IQ of 3 biosafety cabinets (500+ parts verified); identified updated FDA regulation that saved client significant cost by rendering previous compliance approach obsolete.
- Managed deviations and CAPAs via TrackWise; developed validation protocols for biotech equipment and cleanroom facilities.

## EDUCATION

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### BS Chemical Engineering, cum laude (graduated at 19)

University of the Philippines Los Banos | Phi Kappa Phi Honor Society

## SKILLS

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**Capital Markets & Fund Ops:** capital calls, subscription docs, data rooms, cap table management, LP reporting, fund compliance, convertible notes, SAFEs

**Fund Ops & Finance:** Carta, AngelList, Pulley, Rho, Brex, Ramp | CRM: Attio, Airtable, REISift, Podio

**Deal Flow & Research:** PitchBook, Crunchbase, Sales Navigator, LinkedIn Recruiter, Wellfound, Specter, Harmonic, DocSend

**AI & Automation:** Claude Code, workflow automation, Chrome extensions, API integrations, GitHub/Product Hunt monitoring

**Tools:** Notion, Google Suite, Microsoft Office, Superhuman, Vimcal, Calendly, Mixmax, Ashby, DaVinci Resolve, Canva, Webflow