

Victor G. Jorge

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WORK EXPERIENCE

Business Operations Manager - allUP (Los Angeles, CA)

Pre-seed HR Tech startup backed by a16z, using video-based hiring and AI-powered matching to connect professionals and companies through more authentic, data-driven recruiting.

2024 – Present

- Designed and operated the entire job intake → configuration → publishing → distribution workflow, coordinating inputs across Operations, Product, Marketing, Engineering, and Client Success.
- Built a Notion-based operational backbone to orchestrate job launches, including CRM tracking, task dependencies, ownership, and SLA visibility.
- Personally executed and later simplified a multi-tool job publishing flow (Admin, Notion, Typeform, VideoAsk, Zapier) before the company had a unified admin system.
- Partnered directly with the COO & Co-Founder to progressively eliminate manual steps and third-party tools, redesigning the workflow into a single, admin-driven flow.
- Operated the LinkedIn job distribution layer end to end:
 - Managed hundreds of paid job postings across multiple U.S. cities
 - Tracked views, applicants, spend, saturation points, and repost cycles
 - Built performance analyses to identify where demand converted more efficiently.
- Created the data foundation that enabled the transition from a pay-per-post LinkedIn model to a fixed-cost, high-volume agreement, scaling from ~50 to 1,200+ concurrent job postings.
- Built operational dashboards using Notion and Google Sheets to monitor job performance, applicant conversion, and city-level demand patterns.
- Acted as the execution layer between leadership intent and day-to-day delivery, ensuring priorities moved forward despite shifting constraints.

Director of Innovation & Development / Acting Chief of Staff - Secretariat of Innovation and Development — Ribeirão Preto City Hall

The Secretariat of Innovation and Development of Ribeirão Preto is the city's public engine for innovation, economic growth, and global connectivity, bridging public policy, startups, and global markets.

2023 – 2024

- Acted as Acting Chief of Staff, directly managing 25 people (23 direct reports) and supporting the Secretary on prioritization, execution, and delivery.
- Assessed team structure and replaced three leadership roles to realign execution capacity with strategic priorities.
- Designed the Secretariat's operating model from scratch, including:
 - Work and project tracking in Monday

- Centralized documentation and standards in Notion
 - Clear intake, prioritization, and reporting flows.
- Structured and ran execution cadences:
 - Weekly leadership syncs
 - Regular 1:1s with direct reports
 - Monthly all-hands focused on metrics, delivery status, and blockers.
- Led cross-department coordination across Finance, Urban Planning, Environment, Health Surveillance, Fiscalization, Mobility, and Education, aligning work that had never been integrated before.
- Delivered Empresa Fácil, the city's first fully digital business registration platform:
 - Integrated municipal systems with VRE / REDESIM / JUCESP
 - Automated feasibility analysis and licensing for low-risk activities
 - Enabled fully online opening, alteration, and closure of companies.
- Coordinated rollout, training of public servants and accountants, public launch, and assisted operation.
- Delivered the first formal performance report ever presented by the Secretariat to the Mayor, consolidating execution results, metrics, and forward-looking priorities.

Lead Product Manager / Product Manager - Grupo BILD Innovation Lab

Grupo Bild is a Brazilian construction and real estate holding building a complete housing ecosystem.

2020 – 2023

- Led product execution for the replacement of a critical legacy commercial system, deeply mapping workflows, constraints, and dependencies.
- Defined and scoped a modular digital ecosystem designed to both support internal operations and evolve into a configurable SaaS product for external clients.
- Owned roadmap definition, delivery sequencing, and go-live coordination across squads.
- Introduced product operations standards (documentation, task structure, tooling) to reduce dependency on individual PM styles.
- Rolled out the ecosystem across 10+ regional operations, coordinating training and adoption.

Public-interest initiative (COVID-19):

- Acted as Product Manager for LeitosCovid.org, a public-interest platform developed to support the Municipality of Ribeirão Preto during the pandemic:
 - Integrated hospital bed occupancy data from all regional hospitals
 - Delivered the city's official monitoring platform under crisis timelines
 - Platform adopted by the Municipality and later referenced by other cities.

Senior Consultant - GreenMax Capital (New York, NY)

Innovative financing for sustainable energy in emerging markets.

2020 & 2022

- Supported the World Bank's **RISE (Regulatory Indicators for Sustainable Energy)** initiative.
- Led structured data collection and regulatory analysis for Brazil.
- Synthesized complex inputs into executive-ready materials for global stakeholders.
- Re-engaged in 2022 following successful first delivery.

EDUCATION & CERTIFICATIONS

- **B.A. in Controllership & Accounting Science** — University of São Paulo
- **Digital Product Leadership** — Tera
- **Corporate Innovation Program** — Skin Innovations
- **Data Visualization with Power BI** — SENAI
- **ClickUp Power User** (recognized by the platform)

VOLUNTEERING

Financial & Administrative Volunteer | RESACA Solidaria, AIESEC

La Plata, Argentina — Jan–Feb 2019

- Managed the NGO's administrative and financial operations, conducting analyses on project viability and supporting budget discussions.
- Contributed to strengthening financial transparency and ensuring the sustainability of community-driven initiatives.

Board Member | AkiPosso+ (2024 – Present)

Advising leadership on scaling tech initiatives and measuring impact for an AI-powered platform promoting social inclusion.

Chair of the Working Group on Brazilian Social Thought, Administrative Reform and Innovation | SBAP – Brazilian Society of Public Administration (Nov 2025 - Present)