# **Julia Min**

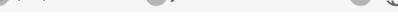


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# **SUMMARY**

Discreet and professional administrative assistant with 6+ years of experience in luxury hospitality, specializing in highprofile customer service, operations, and project management. Proven success supporting the Director of Golf and Head Golf Professional in managing a 60-employee department. Skilled in financial administration, calendar coordination, front desk operations, and cross-functional team leadership. Known for delivering white-glove service, coordinating large-scale events, and driving strategic initiatives. Highly organized with strong time management skills, streamlining workflows to reduce processing time by 30%. Typing 90 WPM; proficient in Microsoft Teams, Excel, PowerPoint, Zoom, and Slack.

# **CORE COMPETENCIES**

**Event Coordination Logistics Support Vendor Coordination** Member & Guest Services Scheduling & Calendars **Budget Management** Team Leadership Time Management

## Technical skills:

- Office & Communication: Microsoft Office, Google Workspace, Slack, Zoom
- Scheduling: Microsoft & Google Calendar
- Content & Engagement: MailChimp, NetPresenter
- **Board & Club Management:** BoardEffect, Northstar, Golf Genius
- **Retail & Procurement:** Ecwid, BirchStreet, Verkada Mailroom
- **Hospitality & Events:** ResDiary, AllSeated

## **PROFESSIONAL EXPERIENCE**

## THE OLYMPIC CLUB | SAN FRANCISCO, CA

Administrative Assistant, November 2017 - Present

- Financial & Event Reporting: Manage weekly transactions, procurement, reconciliation, and invoicing to support seamless execution of corporate events and golf operations. Prepare detailed financial and planning reports to assist with event budgeting and forecasting.
- Administrative & Operations Support: Oversee scheduling, meeting logistics, front desk coordination, and vendor relations. Draft agendas, correspondence, and meeting minutes; manage records and track 20+ daily requests, prioritizing items requiring immediate attention.
- Project & Event Logistics: Led end-to-end execution of a specialty event (exclusive golf book launch), overseeing pre-orders, member pickup coordination, and nationwide shipping. Streamlined processes and increased member engagement by 25%.
- Stakeholder Coordination: Maintain membership records and Pro Shop logistics, managing multi-stakeholder coordination for events like golf rater visits, charity rounds, and donor engagements. Answer and route 15+ daily calls with professionalism and discretion.
- **Retail & Gifting Operations:** Support merchandise and tee gift programs for corporate and member events coordinate inventory, special orders, returns, and vendor communication to ensure on-brand presentation and member satisfaction.

## THE OLYMPIC CLUB | SAN FRANCISCO, CA

Food & Beverage Supervisor, January 2019 - February 2021

- **Event & Catering Management:** Led banquet and catering operations for exclusive club events, by staying on top to align with executive chefs and vendors for top-tier experiences.
- **Team Leadership & Training:** Managed a team of 15 staff members, overseeing hiring, training, and performance management to maintain high service standards.
- **Inventory & Cost Control:** Supervised procurement, vendor relations, and inventory management to maintain high service standards within budget.

# MARRIOTT HOTELS (ST REGIS DEER VALLEY) | Park City, Utah

Hospitality Intern, January 2015 - January 2016

• Front Desk, Hostess, Server Assistant, Server, Banquet Services

# AVA TRAVEL SERVICES PTE Co. Ltd | Rangoon, Myanmar

Assistant Tour Coordinator, September 2011 - December 2014

 Assisted in coordinating travel logistics, including booking transportation, accommodations, and activities for tour groups. Provided administrative support such as managing schedules, vendor relationships, and delivering customer service.

#### **EDUCATION**

#### **UC BERKELEY EXTENSION, 2024**

Berkeley Data Analytics Boot Camp

#### HOTEL AND TOURISM MANAGEMENT INSTITUTE OF SWITZERLAND. Switzerland

Postgraduate Degree (Diploma) in Hospitality Administration and Management

**Honors**: Service Championships Showmanship **Awards**: Hotels Operation Training System Award

## YANGON UNIVERSITY OF FOREIGN LANGUAGES, Myanmar

Bachelor of Arts in Language & Literature (BA)

#### **VOLUNETEER**

US WOMEN'S OPEN | The Olympic Club

Staff Member

WORLD ECONOMIC FORUM 2013 | Myanmar

Laision Officer

**SOUTH EAST ASIAN GAMES 2013** | Myanmar

Laision Officer