



Julia Min

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SUMMARY

Discreet and professional administrative assistant with 6+ years of experience in luxury hospitality, specializing in high-profile 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

Budget Management

Team Leadership

Scheduling & Calendars

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)

VOLUNTEER

US WOMEN'S OPEN | The Olympic Club

Staff Member

WORLD ECONOMIC FORUM 2013 | Myanmar

Liaison Officer

SOUTH EAST ASIAN GAMES 2013 | Myanmar

Liaison Officer