

Thetsu Ye Min

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Portfolio: <https://thetsuyemin.com>

Experienced in hotel and private club management, with strong customer service and operational skills, along with growing expertise in data analysis. Skilled in improving guest experiences and boosting revenue in upscale settings, and knowledgeable in food & beverage and golf operations.

Technical Skills

Data Analysis: *Python, pandas, NumPy, Matplotlib, Tableau*

Front End: *HTML, CSS, Bootstrap*

Databases: *PostgreSQL, MongoDB*

Office Software & Email Communications: *Microsoft Office, Google Workspace, Microsoft Outlook, Gmail*

Scheduling & Communication: *Microsoft & Google Calendar, Zoom, Microsoft Teams, Slack*

Spreadsheets: *Microsoft Excel, Google Sheets*

Content Planning: *MailChimp, NetPresenter*

Board Management: *BoardEffect*

Club Software: *ForeTees, Northstar, Golf Genius*

Merchandise Management: *Ecwid*

Procurement: *BirchStreet*

Hospitality Software: *ResDiary, AllSeated*

Projects

NBA Draft Study | [Repo](#) | *Deployed*

Data Visualizer

- *Analyzed NBA draft data to predict player success using statistical correlations and interactive visualizations.*
- *Collaborated with classmates to analyze historical NBA draft data, identifying key predictors of player success and creating interactive visualizations to display findings.*
- *Tools/Languages: Python, pandas, Plotly, D3.js*

Binging Netflix Data | [Repo](#) | *Deployed*

Data Architect

- *Provides insights into global viewing trends by analyzing combined Netflix and IMDb data on a user-friendly platform.*
- *Collaborated with classmates to merge Netflix and IMDb data, creating a site for detailed viewing trends and recommendations using interactive visualizations and data processing.*
- *Tools/Languages: Python, pandas, Flask, D3.js, Plotly*

Jammin' with Spotify | [Repo](#) | *Deployed*

Data Visualizer/Architect

- *Developed a machine learning model to predict Spotify playlist continuations based on song characteristics.*
- *Analyzed 1 million Spotify playlists to develop a machine learning model for song recommendations; collaborated on the creation of a prototype website to demonstrate capabilities while complying with data policies.*
- *Tools/Languages: Python, pandas, Spotify API, Machine Learning Techniques*

Work Experience

The Olympic Club | San Francisco, CA

November 2017 – Present

Golf Operation Administrative Assistant (Full Time)

February 2021 – Present

- Enhance administrative efficiency in golf operations through process optimization.
- Oversee financial tasks: handling transactions, procurement, reconciliation, and financial reporting.
- Manage administrative responsibilities, including meeting coordination, document organization, front-desk operations, maintain comprehensive and organized records of operational activities.
- Coordinate the planning and execution of major golf events, focusing on improving attendee experience.
- Administer membership records, pro shop inventory, coordinate golf rater visits, and manage charity golf round arrangements and donation.

Food & Beverage Supervisor (Full Time)

January 2019 - February 2021

- Manage daily food and beverage operations, train, supervise, and schedule staff by coordinating with the kitchen team for timely food prep.
- Handle members' inquiries and complaints, monitored inventory levels and proactively ordered supplies, resulting in a 20% decrease in stockouts and ensuring uninterrupted operations.
- Assist in organizing special events and catering by collaborating with marketing for promotions and industry trends.

Food & Beverage Assistant (Full Time)

November 2017 - January 2019

Hostess/ Food Runner/ Bartender for Dining Rooms & Banquet Services

McCalls Catering & Events | San Francisco, CA

September 2018 - December 2018

Event Server/Bartender (Part Time)

The Cavalier | San Francisco, CA

October 2017 – December 2017

Hostess (Part Time)

Marriott Hotels (St Regis Deer Valley) | Park City, Utah

January 2015 – January 2016

Hospitality Internship - Rotational (Full Time)

Roles: Front Desk, Hostess, Server Assistant, Server, Banquet Services

AVA TRAVEL SERVICES PTE Co. Ltd | Rangoon, Myanmar

September 2011 – December 2014

Assistant Tour Coordinator (Full Time, Seasonal)

- Coordinated with tourist guides and vendors, developed itineraries, accommodations, meal arrangements, prepared and distributed tour materials.
- Administered and supported participants with information, inquiries, tour-related issues, monitored tour budgets and expenses in Finance.

OTHER/RELATED EXPERIENCE

Volunteering | Liaison Officer

World Economic Forum, Myanmar

2013

South-east Asian Games, Myanmar

2013

EDUCATION

Yangon University of Foreign Languages, Myanmar Bachelor of Arts in Language & Literature (BA)	2013
Hotel and Tourism Management Institute of Switzerland Postgraduate Degree (Diploma) in Hospitality Administration and Management	2016
UC Berkeley Extension Berkeley Data Analytics Boot Camp	2024