

Julia Min

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SUMMARY

As a professional with a strong background in administrative support, hospitality, and operations within luxury environments, I aim to grow and contribute to company success through collaboration and reliability. I'm driven by challenges, the satisfaction of helping others succeed, and the pursuit of efficiency and excellence along the way. My time supporting executive leadership has strengthened my ability to represent and lead a team, while my experience in golf operations has shown me how to thrive independently in a fast-paced, service-driven environment. Together, these strengths allow me to contribute meaningfully and lift any team or project I'm a part of.

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
- **Design & Creative Tools:** Adobe Express, Canva, Adobe InDesign, Microsoft Publisher

PROFESSIONAL EXPERIENCE

THE OLYMPIC CLUB | SAN FRANCISCO, CA

Administrative Assistant, **November 2021 – Present**

Providing executive-level administrative and operational support to the Director of Golf, with additional coordination across department leadership and high-profile events

- **Financial & Reporting Management:** Manage weekly transactions, procurement, reconciliation, and invoicing to support seamless execution of high-profile events and department operations. Prepare detailed financial and planning reports to inform budgeting, forecasting, and strategic decisions.
- **Executive & Administrative Support:** Coordinate complex scheduling, meeting logistics, expense processing, and reimbursements, along with reception operations and vendor relationships. Draft agendas, correspondence, and meeting minutes; maintain organized records and track 20+ daily requests, prioritizing time-sensitive matters.
- **Project Management:** Lead the execution of key initiatives, including product launches, ensuring pre-orders, registrations, distribution, and on-site setup are delivered on time and to standard. Partner with internal teams, vendors, and sponsors to ensure timely and successful delivery of projects and events.
- **Stakeholder & Client Relations:** Manage multi-stakeholder coordination for VIP engagements, charity functions, and donor events. Serve as the central point of contact, handling 15+ daily calls and inquiries with professionalism and discretion.
- **Procurement & Gifting Programs:** Oversee merchandise, gifting, and special-order programs for corporate and member events—managing inventory, vendor communications, and quality control to maintain brand standards.

THE OLYMPIC CLUB | SAN FRANCISCO, CA

Food & Beverage Supervisor, January 2017 – February 2021

- **Event & Catering Management:** Planned and executed banquet and catering operations for exclusive club events, coordinating closely with executive chefs, vendors, and internal teams to ensure flawless delivery.
- **Corporate & Member Event Support:** Oversaw logistics for private functions, board dinners, and VIP receptions, managing timelines, budgets, and service standards.
- **Team Leadership & Training:** Supervised and developed a 15-member team, including hiring, training, and performance management to maintain top-tier service.
- **Inventory & Cost Control:** Managed procurement, vendor relations, and inventory to support operational efficiency and meet budget goals without compromising quality.
- **Client & Guest Relations:** Acted as the primary contact for members and guests during events, resolving last-minute changes or issues while maintaining a high level of professionalism.

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

Hospitality Intern, January 2015 – January 2016

- Front Desk Attendant, 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

U.S. AMATEUR 2025 | The Olympic Club

Staff Member

U.S. WOMEN'S OPEN 2021 | The Olympic Club

Staff Member

WORLD ECONOMIC FORUM 2013 | Myanmar

Laison Officer

SOUTHEAST ASIAN GAMES 2013 | Myanmar

Laison Officer