

Julia Min

(415)-218-4366

juliathetsu@outlook.com

LinkedIn and portfolio details:



SUMMARY

I have spent my career in hospitality and golf operations making things run smoothly for people who need consistency, reliability, and strong leadership behind the scenes. Over the years, working closely with executive leadership of fast-moving organizations, I have come to think of the EA and Administrative Assistant roles less as a job title and more as a discipline—one that rewards precision, adaptability, and a genuine investment. I take pride in being someone that the people I support can rely on. I have come to see success as something built through collaboration, trust, and the ability to stay calm under pressure. I believe strong teams are built by people who can anticipate needs, solve problems before they escalate, and create an environment where others can perform at their best.

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

• **Travel & Expense Management:**

Emburse Professional, QuickBooks

• **Content & Engagement:**

MailChimp, NetPresenter, Hostinger

• **Board & Club Management:**

BoardEffect, Northstar, Golf Genius

• **Procurement:**

BirchStreet, Verkada Mailroom

• **Design & Creative Tools:**

Adobe Express, Canva, AdobeInDesign, Microsoft Publisher

PROFESSIONAL EXPERIENCE

THE OLYMPIC CLUB | SAN FRANCISCO, CA

Administrative Assistant, November 2017 – Present

Administrative Assistant supporting a 20-person team across Golf Operations and cross-departments, providing broad operational support and partners closely with Project Managers, executive leadership, and administrative teams to ensure projects are executed efficiently while maintaining a well-organized and high-functioning office environment.

- **Executive & Administrative Support:** Coordinate executive documentation, own calendar management for executives and the team, preparing meeting materials, presentations, ad hoc requests, reception operations, and vendor relationships. Maintain correspondence management and track 20+ daily requests, prioritizing time-sensitive matters, follow-ups and act as go-to operational resource for the department.
- **Stakeholder & Client Relations:** Manage multi-stakeholder coordination for VIP engagements, charity functions, and donor events. On behalf of the Director of Golf, manage executive visits to the club and tee time requests, as well as coordinate room reservations, meals, and other arrangements such as gifting, etc.
- **Procurement:** Oversee and conducting vendor sourcing, negotiating, and purchasing requests, as needed, following through to ensure prompt processing, approvals and payments for corporate and member events, managing inventory, vendor communications, and quality control to maintain brand standards.
- **Financial & Expense Management:** Manage and administer the department's expense management, including invoicing, purchasing, budgeting, reimbursements, and approvals. Handle financial administration such as preparing monthly reconciled expense reports for Director of Golf and coordinating with team submits and processes invoices to the finance team by month-end.
- **Project Management:** Lead the execution of key initiatives from project planning and execution by coordinating schedules, tracking deliverables, maintaining project documentation, and collaborating with cross-functional teams to make sure initiatives are completed on time and within scope.
- **Digital Resource and System Management:** Leveraged the full Microsoft 365 suite, mainly SharePoint and Power Automate, to design and build a centralized hub for the department's resources, project trackers, SOPs, staff schedules, tournament details, clinics, events, and up-to-date information from the executive team, eliminating version-control issues and misplaced hard copies, which reduced document retrieval time across the team.

THE OLYMPIC CLUB | SAN FRANCISCO, CA

Food & Beverage Supervisor, January 2017 – February 2021

- **Event & Catering Management:** Oversee and led banquet and catering operations for exclusive club events, for VIP and executive leadership visits by staying on top to align with executive chefs and vendors for top-tier experiences.
- **Team Leadership & Training:** Managed and facilitate a team of 15 staff members by overseeing hiring, new hire onboarding and training, as well as observing and giving guidelines 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

- Rotated through multiple operational departments, including Front Desk and Food & Beverage, gaining hands-on experience in guest relations, service delivery, reservations, dining operations, and luxury hospitality standards while applying five-star hospitality training acquired through academic coursework.

AVA TRAVEL SERVICES PTE Co. Ltd | Rangoon, Myanmar

Assistant Tour Coordinator, September 2011 – December 2014

AVA Travel was a Yangon-based travel and tourism company best known for providing curated Myanmar travel experiences and customized hospitality services for international travelers before operations were shut down during the COVID-19 pandemic and the 2021 Myanmar coup d'état.

- Coordinated inbound travel arrangements for international guests, primarily from Europe and USA; a liaison between travelers, hotels, transportation providers, and local partners. Hands on trained for client communication and relationship, documentation coordination, financial basics to the international bank transactions.

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

HABITAT FOR HUMANITY OF GREATER SACRAMENTO 2025

Staff Team Outing for New Builds - The Olympic Club

WORLD ECONOMIC FORUM 2013 | Myanmar

Liaison Officer

SOUTH EAST ASIAN GAMES 2013 | Myanmar

Liaison Officer