

Julia Min

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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.

Outside of work, I love working on my golf game because it enables me to understand the importance of staying focused on the present, not the negative action that has happened, enabling me to keep reasonable optimism of how to be better while reflecting on the mistake that was made. I'm currently looking for a high performing team where I can contribute and play a pivotal role in achieving next-level milestones.

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

- **Board & Club Management:**

BoardEffect, Northstar, Golf Genius

- **Retail & Procurement:**

Ecwid, BirchStreet, Verkada Mailroom

- **Design & Creative Tools:**

Adobe Express, Canva, Adobe InDesign, Microsoft Publisher

PROFESSIONAL EXPERIENCE

THE OLYMPIC CLUB | SAN FRANCISCO, CA

Administrative Assistant, **November 2017 – Present**

The Olympic Club is a San Francisco-based Private Athletic and Social Country Club, best known for its Championship Golf Courses and long-standing role in hosting major U.S. golf events.

Administrative Assistant supporting a 20-person team across Golf Operations and other departments, providing broad operational support across scheduling, procurement, facilities, tournaments, events and new hire onboarding.

- **Financial & Expense Management:** Manage and administered the department's expense management process via BirchStreet and NorthStar, invoicing, buying, budgeting, and reconciling submissions and approvals. Supported financial administration using Emburse Professional, reconciled Director of Golf's expenses, and prepared monthly report.
- **Executive & Administrative Support:** Coordinate executive documentation, shared calendars, meeting coordination, expense processing, and reimbursements, along with reception operations and vendor relationships. Maintain correspondence management and track 20+ daily requests, prioritizing time-sensitive matters and follow up; quickly becoming the go-to operational resource for the club.
- **Project Management:** Lead the execution of key initiatives, for example, product launches and team uniforms; from collecting Pre-orders, registrations, distribution, and on-site setup are delivered on time and to standard by partnering with internal teams, vendors, and sponsors.
- **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.
- **Team Operations & Resource Management:** Leveraged the full Microsoft 365 suite mainly SharePoint site and Power Automate to design and build a centralized Hub for 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, misplacing the hard-copies that reduce document retrieval time across the team. This approach not only reduced miscommunication and misinformation among leadership team and staff members, but also provided correct information to members and guests within minutes.

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

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.

- 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

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