

MINYOUNG KIM

EDUCATION

Cal Poly Pomona
B.A. Visual Communication
Design
1995 – 1998

WORK EXPERIENCE

Administrative Assistant II

USC Center for Economic and Social Research (CESR) | 2025 -Present

- > Provide administrative and operational support to research staff and leadership.
- > Manage scheduling, meetings, and communication with internal and external stakeholders.
- > Assist with document preparation, data entry, and office organization to ensure efficient workflow.
- > Support event coordination, purchasing, reimbursements, and USC-related administrative processes.

PREVIOUS WORK EXPERIENCE

After School Program Director

E-Plex Buena Park | 2020 March - 2021 October

- > Reinforced school policies and procedures to ensure student safety and discipline.
- > Communicated with parents about student progress and concerns.
- > Oversaw facility management and day-to-day school operations including curriculum, hiring, and disciplinary issues.

Art School Program Director

Karo Studio | 2012 - 2022

- > Created program and weekly schedules for PK–12th grade students.
- > Communicated with parents about progress and concerns.
- > Applied students to art contests, exhibitions, and scholarship programs.
- > Worked closely with a wide range of ages and families.

Art Director

Self Employed | 2003-Present

- > Developed marketing materials such as logos, brochures, websites, and signage.
- > Advised clients on design strategies aligned with marketing goals.

Graphic Designer & Art Director

AAAZA Inc. | 1996-2003

- > Led the design and implementation of graphics, layouts, and communication materials.
- > Ensured quality and accuracy of visual assets.

SKILLS

- > Adobe Photoshop / Adobe Illustrator
- > Word / Excel / PowerPoint
- > Fluent in Korean / Proficient in English