Hong C

Professional Summary

Customer-focused and detail-oriented professional with experience in customer service, front desk operations, administrative support, and visitor engagement. Skilled at building positive relationships, resolving inquiries, and supporting office operations in fast-paced environments.

Core Skills

Customer Service • Client Relations • Front Desk Operations • Administrative Support • Microsoft Office • Communication • Excel • Data Entry • Problem Solving • Teamwork

Experience

Student Desk Assistant, KU Housing Office Administration | May 2026 – Jul 2026

Served as first point of contact; answered inquiries; supported office operations.

Jayhawk Consultant, KU School of Business | Sep 2024 – May 2025

Conducted tours, assisted prospective students, and represented the School of Business.

Student Office Assistant, Schiefelbusch Speech-Language-Hearing Clinic | May 2024 – May 2025

Managed front desk duties, scheduling, records, and phone calls.

Visitor Experience Assistant, Spencer Museum of Art | Jan 2024 – Feb 2024

Welcomed visitors and provided exhibit and program information.

Crew Member, Ekdahl Dining Commons | Sep 2023 – Feb 2024

Delivered customer service in a high-volume dining environment.

Backroom Associate, TJ Maxx | Mar 2022 – Sep 2023

Processed inventory and assisted customers with merchandise inquiries.

Education

University of Kansas, School of Journalism
Bachelor of Science in Journalism (Current Student)