

# ERIC FUNG

## WEB DESIGN

---

1740 West Sunnyside Avenue  
Apartment 3  
Chicago, IL 60640  
(248) 752-5859  
efungr@gmail.com  
<http://efungr.github.io/portfolio/>

### EXPERIENCE

---

#### **SENIOR ACCOUNT MANAGER - MITSUI & CO. (USA), INC.** Chicago, IL | Jul'11 - Present

Managed and acted as the main point of contact for all assigned accounts. Coordinated and oversaw entire order process from beginning to end for customers.

- Provided general customer service and acted as a vendor liaison with domestic & foreign vendors.
- Handled order entry & placement, system data entry and managed customer inventories/consignments programs.
- Coordinated domestic/overseas production, logistics and US customs entry/documentation.
- Managed credit/entrustment lines, credit risk/reserve and AR/AP.
- Train and oversee all employees under my team.

#### **INVENTORY MANAGER / APPRENTICE TECH - DISCOUNT TIRE CO.** Livonia, MI | Jun'06 - Jun'11

Maintained and managed the store inventory as well as assisting and managing the service bays.

- Managed or assisted the workflow of 8 employees in the service bays resulting in increased profits from add on sales.
- Handled receiving, shipping, ordering, data entry, stocking and organization of approximately 10k in monthly inventory.
- Created appointments, assisted customers with inquiries, general sales and order conformation.

#### **SHIFT LEAD / GAME RUSH MANAGER - BLOCKBUSTER** Farmington Hills, MI | Apr'04 - Jun'06

Managed and oversaw both the main store and the additional Game Rush section.

- Managed 7 employees in the main store and 2 employees in the game section.
- Handled receiving, shipping, ordering, data entry, stocking and organization of inventory.
- Advised on customer inquiries, coordinated store product placement and management of the Game Rush section.

### EDUCATION

---

#### **SCHOOL OF THE ART INSTITUTE OF CHICAGO**

Web Design Certificate, in progress

Courses: jQuery for Designers  
Designing for the Screen  
Content Management Systems  
Advanced HTML/CSS  
Intermediate HTML/CSS  
Intro to HTML/CSS  
Intro to Graphic Design  
Color Theory

#### **EASTERN MICHIGAN UNIVERSITY**

Bachelor of Science in Japanese  
Language & Culture, 2011

#### **KANSAI GAIDAI UNIVERSITY**

Asian Studies Program, 2010

#### **OAKLAND COMMUNITY COLLEGE**

Associate of Arts in Liberal Arts, 2007

### SKILLS

---

HTML5/CSS3, jQuery, Bootstrap, Jekyll,  
Kraken, SASS/HAML, Illustrator,  
Photoshop, Bridge, InDesign, MS Office,  
SAP GUI,