

ERIC FUNG

FRONT-END DESIGN/DEVELOPMENT

Address: 4436 N Damen Ave, 1E • Chicago, IL 60625

Phone: (248) 752-5859 **Email:** efungr@gmail.com

Portfolio: <http://efungr.github.io/portfolio/>

EDUCATION

2013 - Present

WEB DESIGN

School of the Art Institute of Chicago

Courses: Designing for WordPress
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

2007-2011

BACHELORS OF SCIENCE IN JAPANESE LANGUAGE & CULTURE

Eastern Michigan University

SKILLS

Web:

HTML5/CSS3, jQuery, Responsive Designs, Front-End Framework (Bootstrap, Kraken), CMS (Jekyll, Wordpress), Windows & Mac Platforms

Design:

Illustrator, Photoshop, Bridge, InDesign, Color Sense

Office:

MS Office Suite, Customer Service, Written & Verbal Communication, Problem Solving, SAP GUI

EXPERIENCE

2011 - Present

MARKETING ADMINISTRATOR / TEAM LEADER

Mitsui & Co. (USA), Inc. | Chicago, IL

Managed and served as team lead for 14 key domestic and international accounts for Steel division. Held responsibility for maintaining customer satisfaction and overseeing full order and delivery process for accounts.

- Established and maintained long term relationships with customers and vendors through face-to-face meetings.
- Coordinated domestic/overseas production, logistics and US customs entry documentation.
- Lead a team of 4, including developing and leading new employee training programs.
- Involved in the hiring process - such as deciding potential candidates and interviewing.
- Managed credit/entrustment lines, credit risk/reserve and AR/AP.
- Served as primary vendor liaison with domestic & foreign vendors.
- Handled order management system governance and managed customer production, inventories and consignments programs.