

# ERIC FUNG

FRONT-END DESIGN/DEVELOPMENT

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

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## EDUCATION

2013 - Present

### WEB DESIGN

School of the Art Institute of Chicago

Courses:      Emerging Topics in Web Design  
                 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, 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 ADMINSTRATOR / 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 though 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.