

ERIC FUNG

FRONT-END DESIGN/DEVELOPMENT

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

EDUCATION

2013 - Present

WEB DESIGN CERTIFICATE

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

2005-2007

ASSOCIATE OF ARTS IN LIBERAL ARTS

Oakland Community College

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 was 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 production/inventories/consignments programs.
- Coordinated domestic/overseas production, logistics and US customs entry documentation.
- Established and maintained relationships with customers and vendors through face-to-face meetings.
- Managed credit/entrustment lines, credit risk/reserve and AR/AP.
- Involved in the hiring process - such as deciding potential candidates and interviewing.
- Provided training of new employees and oversaw/led entire team.