Erica Meng

714.800.3482
ericalmeng@berkeley.edu
ericalmeng.github.io
behance.net/ericalmeng8fe7

PROFESSIONAL EXPERIENCE

Document Management Specialist
Berkshire Hathaway, Aug 2017 – May 2018

- Responsible for managing documents from medical providers and claims department
- Corrected and assigned documents to the right worker's claim
- Performed quality assurance and reviewed scanned documents
- Proofread documents efficiently and extracted attachments from department
- Updated software application and communicated claims document concerns

Marketing and Sales Assistant
Buckete, Jun 2016 – Aug 2016

- Created 15+ promotional articles and ads weekly on Facebook and WeChat using Adobe InDesign and Illustrator
- Researched market trends and analyzed market data to determine the most profitable products
- Designed webpages mockups using Photoshop for stakeholder review and developer implementation

IT Assistant
Catholic Charities of East Bay, Jun 2016 – Sep 2016

- Assisted directors with troubleshooting basic computer problems
- Created email distribution groups and employee lists in Google Apps
- Developed and maintained current lists of CCEB employees, volunteers and Interns by location

Projects

Workout Helper, Jan 2017 – May 2017

- Designed the UI for a voiced-based web application for the creation and execution of workout routines
- Translated wireframes and mockups into responsive, interactive features using HTML/CSS and JavaScript
- Performed user acceptance testing to ensure that the application meets user requirements

Technical Skills

Languages: Python, Java, HTML/CSS, Sass JavaScript, jQuery

Software: Illustrator, Photoshop, InDesign, Premiere Pro, Figma, InVision, Sketch, MS Excel, MS Word

Other: BASH, GIT, SQL, WordPress

Professional Skills

Strong in leadership, communication, problem solving, creativity, decision making, and collaboration skills

Skilled in creative thinking, logic, organization, and detail-oriented

EDUCATION

Bachelor of Arts
University of California, Berkeley, CA
Cognitive Science, Class of 2017

Relevant Courses: Web Design, Graphic Design, User Interface, Visual Communication and Sketching, Data Structures, Artificial Intelligence, 3D Printing and Design, Database Systems

Activities

Joyland, Alameda, CA
Sunday School Teacher
2017-Present

Greece Summer Project, Athens, Greece
Intern
2017

Klesis Christian Fellowship, Berkeley, CA
Student Lead
2015-2017