

Erica Meng

Alameda, California | San Francisco Bay Area
ericalmeng@berkeley.edu | (714) 800-3482
github.com/ericalmeng | ericalmeng.github.io

EXPERIENCE **Document Management Specialist** | August 2017 – May 2018

Berkshire Hathaway, San Francisco, CA

- Efficiently sorting through 600+ legal/documents per day and assigning them according to claimant information.
- Performed quality assurance review on all scanned images as well as check all the entered data.
- Ensured that worker's document claims are processed and delivered on time.

Marketing/Sales Assistant | June 2016 – August 2016

Bucketete, Fremont, CA

- Created 15+ promotional articles and ads weekly on social media using Adobe Creative Suite.
- Assisted coworkers in product searching, researched marketing trend and analyzed marketing data.
- Designed app flow through Photoshop and worked with programmers to make the app alive.

IT Assistant | June 2016 – September 2016

Catholic Charities of East Bay, Oakland, CA

- Assisted director 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.

EDUCATION **University of California, Berkeley** | January 2014 – May 2017

B.A. Cognitive Science concentrated in Design and UI/UX; Minor in Computer Science

• Relevant courses:

Web Design DeCal	Artificial Intelligence	3D Printing and Design
Data Structures	User Interfaces	Introduction to Database Systems
Graph Design Principles	Rails DeCal	Visual Communication and Sketching

PROJECTS **Workout Helper** | January 2017 – May 2017

view: [behance.net/gallery/52212033/Workout-Helper](https://www.behance.net/gallery/52212033/Workout-Helper)

Design and implemented a voiced-based application and web application for creating and executing workout routines in a team of four. Design process included interviewing, prototyping, user testing, and other UX practices.

Personal Website | November 2016 – December 2016

view: ericalmeng.github.io

Created a simple website from scratch using HTML, JavaScript, CSS, and jQuery.

Search in Pacman (Python) | April 2016

Implemented program to solve Pacman using different searches, including DFS, BFS, UCS, a* search, and adversarial search. Improved search by designing heuristics, evaluation functions, and different Pacman agents.

TECHNICAL SKILLS

Languages: Python, Java, HTML, JavaScript, CSS.

Software: Adobe Creative Suite, Proto.io, Figma, InVision, Autodesk Fusion 360.

Other: 3D Modeling, Animation, Rendering, Video Editing.