



JEN FUJI

|| web . branding . print . media

EDUCATION

Bachelors of Science in Web Design and Interactive Media

March 2010, Art Institute of California - Orange County, CA

Bachelors of Science in Business Administration, Minor in Biblical Studies

May 2005, Biola University, La Mirada, CA | Cumulative GPA: 3.65, Graduated Cum Laude

COMPUTER & SOFTWARE SKILLS

HTML	<u>Adobe</u>	Photoshop	<u>Microsoft</u>	<u>Platforms</u>
CSS	Acrobat	Premiere Pro	Excel	Mac OSX
PHP	After Effects	<u>Apple</u>	PowerPoint	Windows
MySQL	Dreamweaver	DVD Studio Pro	Word	
JavaScript	Flash	Final Cut Pro	Visio	
ActionScript 3.0	Illustrator			

LANGUAGES

Conversational fluency in Japanese

Literacy in Japanese (hiragana, katakana, and some kanji)

Partial literacy in Korean (reading only)

INDUSTRY EXPERIENCE

WEB DESIGN INTERN

Trinet Internet Solutions

October 2009 - Current

Irvine, CA

- Work on professional development by designing concept comps for clients
- Design banners for various clients and special programs
- Participate in quality control through content management

PROJECT MANAGER

Senior Project Studio and Development (Art Institute)

July 2009 - September 2009

Santa Ana, CA

- Led a team of 7 in designing and developing a client site
- Coordinated with client to establish the direction of the project
- Presented the concept to the client and created documents with explanations for the client

ADMINISTRATIVE ASSISTANT

EKN Engineering, Inc.

November 2007 - December 2008

Irvine, CA

- Filing, data entry and analysis, A/R and A/P tasks, reception when requested
- Organized and analyzed data for year-end reconciliation of benefit plans
- Designed office forms and notifications that are used regularly by Human Resources

BENEFITS ASSISTANT

New Century Mortgage Corporation

January 2006 - April 2007

Irvine, CA

- Worked closely with the benefits team, associates, benefit vendors, and third-party administrators in order to resolve benefits-related issues and to complete projects
- Participated in benefit program development that enhanced a new department image
- Entered, changed, and audited employee data

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