

Work Experience

Michael Tran Design / Freelancer

Jan 2013 to present, Philadelphia, PA

- Developed and published Designer Dali app on Google Play
- Design marketing materials such as business cards, brochures, menus, flyers, and banner stands for clients
- Increase products and services awareness by creating web and social media graphics for phillycarcare.com and toyshokan.com
- Built website presence for clients by installing web platforms such as WordPress and Prestashop
- Provided photography content for Google, Door Dash, Zagat, and Snapwire
- Created a YouTube channel called Rising Kirin with over 1,000 subscribers

RHD / Payroll Coordinator II

Feb 2017 to present, Philadelphia, PA

- Process bi-weekly payroll for approximately 5,000 employees to ensure all employees who submitted their time cards are paid on a timely manner
- Maintain and process employment verification and wage history of previous and current employees
- Resolve payroll discrepancies and issues by thorough research and investigation
- Review and process new hires and termination paperwork within a 24-48 hour timeframe
- Mentored level one Payroll Coordinators
- Promoted to level two Payroll Coordinator on December 2018

COSP / Operations Analyst

Jan 2013 to Feb 2017, Philadelphia, PA

- Collaborated with management team to develop and track delinquent time sheets using Microsoft Excel reducing the delinquency by approximately 50%
- Managed all data for approximately 250 employees within healthcare system, ECHO
- Organized and maintained files in area of responsibility to ensure secured and efficient access while conforming to city and state audit compliance

The Printed Word, LLC / Graphic Designer

Sep 2011 to Dec 2012, Cheltenham, PA

- Designed catalogs, brochures, business cards, retail store and trade show graphics for clients
- Developed pre-press files for print vendors and negotiating with representatives for the best available price and highest quality for each print job

Education

Temple University

Aug 2007 to May 2010, Philadelphia, PA

- Received Bachelors of Arts in Digital Media
- Awarded the Temple University Japan study abroad scholarship
- Dean's list recipient

Skills

Design

- Low and high fidelity wireframes
- Graphic design and typography
- Concept sketches and mockups
- Raster and vector graphics

Software

- Adobe: Photoshop, Illustrator, Lightroom, InDesign, XD, and Acrobat
- Microsoft: Word, Excel, and Powerpoint
- Android Studio
- Affinity: Designer, Photo, Publisher
- Movavi

Programming

- HTML/CSS
- Java

Languages

- Cantonese - Advance
- Japanese - Intermediate
- German - Novice

Awards & Certificates

Programming Hub / Google Developers Launchpad Course

Aug 2020, E-Learning

- Certificate of Completion of the UI/UX Course
- Certificate of Completion of the Java Course
- Certificate of Completion of the Android Development Course