**James Mu-Wei Chang**

15141 NW Wendy Lane **·** Portland, OR 97229 **·** (503)710-4820 **·** jamesc0126@gmail.com

***EDUCATION***

**Bachelor of Science in Accounting** June 2013

University of Oregon Eugene, OR

Charles H. Lundquist College of Business

Mathematics minor, Cumulative GPA: 3.24

**Associate of Science Oregon Transfer Degree in Business (ASOT-BUS)** Jan 2008 - December 2010

Portland Community College Portland, OR

General studies in Business, Cumulative GPA: 3.49

***COURSE HIGHLIGHTS***

Financial Accounting, Cost Accounting, Audit & Information Systems, Intermediate Accounting, Advanced Accounting, Introduction Federal Taxation, Financial Management, Business Statistics, Operations Management

***EXPERIENCE***

**Claims Analyst**

Epiq System July 2013- August 2013

* Analyzed all claims accurately before giving approval to the office
* Confirmed the information stated in the statements by coordinating with claimants
* Provided reserve recommendations to ensure that reserve activities are consistent with corporate policies
* Resolved complex claims by using high service oriented file handling
* Examined claims investigated by insurance adjusters, and investigating questionable claims to determine whether to authorize payments.

**Member of Beta Alpha Psi** 2011- 2013

Accounting Club, University of Oregon Eugene, OR

* General office duties to include telephones, data entry, and filing
* Weekly and monthly Bank Reconciliation
* Record receipts and enter membership deposits
* Ensure timely and accurate processing of bills and receipts
* Posting and reconciliation experience

**Cashier** June 2008- July 2008

Rock Creek Bookstore, Portland Community College Portland, OR

* Developed my communication and interpersonal skills by working with customers and other employees
* Expanded the knowledge of using a cash-till to serve customers, balance the cash-till after work and maintain the daily operation efficiently
* Advised and directed customers to the correct location for their materials to help them avoid the crowds

***SKILLS***

* Proficient in Microsoft Word, Excel, and PowerPoint
* Fluent Englishand Chinese Mandarin

***Activities***

* Volunteered for Bienestar, a local non-profit organization to help the Hillsboro community