

Wei Min Chen

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Education

Universidade NOVA de Lisboa - Lisbon, Portugal	September 2014 to February 2015
Erasmus Mundus Graduate Semester in Geospatial Technologies	
University of Maryland, College Park - College Park, Maryland	August 2010 to May 2014
B.A., Government & Politics; B.A., History	
Global Terrorism Minor; Germanic Studies Minor	
Semester Abroad - Freie Universität Berlin - Berlin, Germany	August 2013 to December 2013
GPA: 3.797	

Experience

Pacific Tradewinds Hostel – San Francisco, California	
<i>Front Desk Receptionist and Interim Manager</i>	November 2015 to Present
• Greet guests, carry out check-in procedure, provide recommendations and interact with guests during their stay	
• Train new staff members on all reception procedures and duties	
• Monitor the hostel's Airbnb listing, manage reservations, and decide daily space allocations	
• Supervise staff during daily operation of the hostel and designate necessary tasks to ensure excellent customer service	

Xvolve – Berlin, Germany and San Francisco, California	
<i>Core Member</i>	August 2015 to November 2015
• Plan and conceptualize function, UI/UX of new products, conduct test-marketing, and plan beta-testing	
• Search and reach-out to potential talent, associates, partners, investors, groups, etc. and schedule appointments	
• Edit copy and write text for all company related platforms and online presences	

Destination Hostels Lisbon – Lisbon, Portugal	
<i>Bartender, Chef, Photographer, and Social Media Administrator</i>	April 2015 to August 2015
• Serve and mix beverages at the terrace bar while making invoices and inventories of stocks and sales	
• Prepare and serve meals to hostel guests while enforcing cleanliness, presentation, and friendly atmosphere	
• Take and edit photographs of guests on tours and activities and maintain the hostel's social media presence	

National Defense University (U.S. Department of Defense) – Fort Leslie J. McNair, Washington, D.C.	
<i>Intern at the Eisenhower School for National Security and Resource Strategy</i>	June 2013 to August 2013
• Assisted in the design and course content of the Eisenhower School's graduate level Defensive Strategy Course incorporating research on Chinese and American strategy and Clausewitzian military theory	
• Attended two-week reserve officer course on top-level decision-making and the state of affairs in regional commands	

National Consortium for the Study of Terrorism and Responses to Terrorism – College Park, Maryland	
<i>Special Projects Division Research Intern</i>	January 2012 to December 2012
• Developed and directed the Nuclear Security Project utilizing open source information and satellite imagery intelligence to assess vulnerability of nuclear reactors and facilities in Western Europe against attack or acquisition	
• Reviewed and coded cases involving organized crime groups and drug cartels in Central and South America and the Caribbean to predict possible and probable smuggling routes into the United States in a quantitative database	

School of Languages, Literatures, and Cultures, University of Maryland – College Park, Maryland	
<i>Administrative Office Assistant</i>	February 2011 to May 2013
• Checked and completed financial paperwork for language programs on campus and faculty payrolls	
• Assisted teachers and faculty liaisons at the Language House Immersion Program and assisted in event planning	

Honors, Awards, and Leadership	
Washington Leadership Program – Conference on Asian Pacific American Leadership	June 2013 to July 2013
Language House Immersion Program – German/Chinese Apartment Leader	October 2011 to May 2013
Benjamin A. Gilman International Scholarship	May 2013
German Academic Exchange Service (DAAD) Undergraduate Scholarship	April 2013
University of Maryland Education Abroad Scholarship	April 2013
International Leadership Foundation Civic Fellowship	March 2013
CIVICUS Living & Learning Program – Associate	August 2010 to May 2012
Dean's Freshman Scholarship – College of Arts and Humanities	Fall 2010