

# Wei Min Chen

680 Sacramento St.  
San Francisco, CA 94111

weimin.chen.freelance@gmail.com  
302-898-5094

## **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 November 2015 to Present  
*Front Desk Receptionist and Interim Manager*

- 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 August 2015 to November 2015  
*Core Member*

- 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 April 2015 to August 2015  
*Bartender, Chef, Photographer, and Social Media Administrator*

- 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. June 2013 to August 2013  
*Intern at the Eisenhower School for National Security and Resource Strategy*

- 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 January 2012 to December 2012  
*Special Projects Division Research Intern*

- 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 February 2011 to May 2013  
*Administrative Office Assistant*

- 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