

# Xingchen Wei

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## EDUCATION

### Vanderbilt University

Nashville, TN

Master of Education, International Education Policy and Management

Expected 05/2024

Overall GPA: 3.95/ 4.00

### Miami University

Oxford, OH

Bachelor of Arts in Psychology, Bachelor of Science in Education Studies

05/2022

Overall GPA: 3.73/ 4.00 (Cum Laude)

## RESEARCH INTERESTS

*Research-practice Partnerships; Education Policy Implementation Related to School Leaders and Communities; Language Inequality; Evaluation and Assessment*

## RESEARCH PROJECT

**Teachers' Professional Development (TPD) initiatives and training focusing digital literacy and Ed-Tech services in the government primary schools in Bangladesh.**

*Humphrey's Fellows Program*

- Developed and conducted in-depth research using various theories and provided a cohesive logical model.
- Counseled and designed an evaluation plan including a detailed timeline, surveys, and analysis with input from various stakeholders.

## RESEARCH AND TEACHING EXPERIENCE

### Vanderbilt University

Nashville, TN

Teacher Assistant, Statistics for Data Science

08/2023–present

- Collaborate closely with the professor to curate and organize R-related course content; facilitate interactive classroom technology, discussions, and engaging learning activities.
- Grade problem sets and in-class discussion questions for 40 students, evaluate coursework submissions based on rubrics, and provide detailed written feedback on each question.
- Conduct weekly office hours and provide dedicated one-on-one support to students with special needs, particularly in the areas of statistical concepts and the R coding process with tailored guidance.

### Vanderbilt Institute for Global Health

Nashville, TN

Research Assistant

10/2022–present

- Partnered with comprehensive community-based programs to ensure the accurate completion of Tennessee state-required reports for opioid treatment projects.
- Support essential support in managing the REDCap database, involving the detailed analysis of data including Likert-scale responses and short-answer surveys obtained from Vanderbilt University Medical Center.
- Transcribe and review interviews conducted by professors for an HIV prevention program, applying qualitative research methods to code key information.
- Conduct extensive literature searches to identify relevant studies within the field and draft the initial introduction and results for the research paper.

### Vanderbilt University

Nashville, TN

Teacher Assistant, Qualitative Health Research Methods

10/2022–12/2022

- Managed and updated course materials within the Brightspace classroom management system; prepared instructional materials and created visual aids and worksheets to enhance the learning experience.
- Facilitated communication with the professor to streamline students' performance assessment by summarizing common questions arising from homework and providing suggestions for course evaluation improvements.
- Contributed to the assessment process by diligently grading assignments and providing constructive feedback for a class of 30 students, delivering written feedback to their homework and quizzes.

## PROFESSIONAL EXPERIENCE

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**Hygiene Hero (China)**

**Remote**

**Research & Development Team Member**

**02/2023–present**

- Develop an online sex education program tailored for undergraduate students in China, conduct extensive analysis and research on both domestic and international sex education materials to formulate comprehensive course topics and outlines.
- Design and launched interactive sex education courses using PowerPoint and Canva to ensure strict adherence to government guidelines; resulted in 8400+ students completing the existing online model with 1300+ hours of online course participation.
- Organize user online learning platform experience feedback for around 30 schools in collaboration with 200+ teachers, and continuously improved and optimized course content, models, and structure.
- Promote the partnership with Duke Kunshan University, a renowned Sino-Foreign Cooperative Institution, to facilitate the publication and promotion of the original course materials.

**United Nations Human Settlements Programme (UN-Habitat)**

**New York, NY**

**Programme Support Intern**

**06/2023–08/2023**

- Assisted with the organization of virtual events and event preparation for the High-Level Political Forum (HLPF), supporting the preparation of agendas, co-drafting background materials, and meeting reports.
- Fostered effective communication across several global teams, including emailing time-sensitive correspondence, maintaining online files and records, and facilitating the meeting processes.
- Conducted extensive international urban policy research, including the analysis of Voluntary National Reviews from diverse countries for internal reporting and briefing.
- Synthesized policy insights and reports related to the Sustainable Development Goals, contributing valuable insights to the office.

**Vanderbilt University School of Nursing**

**Nashville, TN**

**Laboratory Assistant**

**09/2022–12/2022**

- Managed a learning management platform, the Laerdal LLEAP simulation software, primarily used in the healthcare industry, to supervise, document, and evaluate simulation training.
- Demonstrated precision and efficiency in quantitatively summarizing data entry using Microsoft Excel and PowerPoint.
- Communicated information to VU School of Nursing students, faculty, staff, and laboratory visitors to share services, policies, procedures, and interactive aspects of learning spaces.

**Aid Education**

**Zhangjiajie, Hunan**

**Lead Teacher**

**05/2019–06/2019**

- Educated children across three different grade levels in a rural area of China, fostering imaginative and innovative thinking in children.
- Pioneered the establishment of the school's first mailbox system, promoting effective communication between students and teachers; received an overwhelming response, with 200 letters received within the first week.
- Updated and improved existing course materials by introducing foundational psychology and environment-related courses to fellow educators, enabling children to expand their horizons and gain a deeper understanding of the world.

## SKILLS

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**Programming Language:** MAXQDA, NVivo, R, Stata, SPSS

**Technology:** Microsoft Office, Outlook, SharePoint, Canvas, Zoom

**Language:** Chinese (native), English (fluent)