

# **Xinpei He**

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23 Bowdoin St., Apt 1, Worcester, MA, 01609  
Xinpei.he@gmail.com  
412-482-4065

## **CAREER PURPOSE**

To secure a full-time social work position

## **EDUCATION**

**University of Pittsburgh** Pittsburgh, PA 09/2012-04/2014  
School of Social Work, Master of Social Work (MSW)  
Concentration: Community Organizing and Social Administration  
GPA: 3.7/4.0

**Beijing University of Technology** Beijing, China 09/2008-07/2012  
College of Humanities and Social Sciences, Bachelor of Social Work (BSW)  
GPA: 3.69/4.0

## **EXPERIENCE**

**Consumer Health Coalition** Pittsburgh, PA 08/2013-04/2014  
*Certified Application Counselor, MSW intern*

- Provided in-person assistance to consumers for enrolling in health insurance through the implementation of the Affordable Care Act (ACA)
- Reached out and educated consumers about health coverage options
- Created and maintained a spreadsheet modeling for ACA enrollment services, assisted with evaluation reports
- Assisted with organizational development, including grant research, grant application and fundraising events
- Coordinated social media and financial management efforts

**Thomas Merton Center** Pittsburgh, PA 10/2012-07/2013  
*Social Administration Coordinator, MSW intern*

- Designed, laid-out, and produced the nonprofits 2012 Annual Report
- Coordinated social media and administration efforts
- Acted as a liaison with projects that had a social justice concentration
- Wrote and published articles focused on community organizing
- Designed and updated website for projects and programs of the Center

**The Maple Women's Psychological Counseling Center** Beijing, China 03/2011-07/2011  
*Social work intern*

- Assisted with Hotline Program of providing psychological assistance to callers
- Coordinated Migrant Children's Education Project
- Designed and developed program evaluation survey
- Created and conducted community events for aging population

## **SKILLS**

*Project Management, Strategic Planning, Community Organizing, Research, Grant Writing, MS Word, MS Excel, MS PowerPoint, Moviemaker, Publisher, InDesign, Fluent in Chinese & English*