

# JENA MELANÇON

## PROFESSIONAL EXPERIENCE

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6/2008 – present Gulf Coast Citizen Diplomacy Council Pensacola, FL  
*Founder and Executive Director*

- Recruited board members and incorporated the council in August 2008 & successfully petitioned decision-makers in Washington, DC, to include region on US Dept of State (DOS) International Visitor Leadership Program (IVLP) national itinerary.
- Founded & created curriculum for Youth Diplomats Pensacola to promote cross-cultural communication, understanding of US foreign policy, and civic engagement; Facilitate daylong program monthly for 25+ local teens from 2017 to present
- Write proposals & implement projects for an average of 34 federally funded professional exchanges per year, including for the IVLP, the DoS Bureau of International Narcotics and Law Enforcement Affairs, the DoS Central Asia Journalism Program, and the Open World Leadership Program of the U.S. Library of Congress
- Work with national counterparts to structure projects to meet programming objectives
- Create panels, speaking engagements, site visits, workshops, concurrent sessions, social and cultural activities, and school visits for exchanges with two – five professional programming days
- Craft projects, recruit hosts, develop and manage local project budgets, and design and implement 13-day leadership programs for DoS youth programs supporting national program goals using workshops, facilitated discussions, and other experiential activities, averaging two projects per year (2010 – 2019)
- Led national committee and monthly planning sessions (2014-2015) as Co-Chair of the DoS funded four-day 75<sup>th</sup> anniversary of the IVLP held in Washington, D.C., for 900+ attendees; As my DoS counterpart was assigned overseas for the majority of 2014, I was responsible for the coordination and planning of all concurrent sessions, ensuring balance and diversity in themes and presenters.
- Work effectively with interpreters and international liaison officers
- Recruited and manage 150+ volunteers; Supervise two employees
- Write press releases, manage media contacts, and manage social media accounts promoting IVLP and other exchanges in northwest Florida
- Manage and follow federal procurement guidelines in compliance with federal procurement regulations as defined in 2 CFR 200
- Work efficiently with board of directors to promote growth and health of organization
- Led a successful drive to establish an endowed study abroad scholarship at the University of West Florida in memory of a departed IVLP colleague (2017)

2004 – 10/2008 New Orleans Citizen Diplomacy Council Pensacola, FL  
*Program Consultant*

- Worked independently preparing proposals for visiting delegations
- Marketed the council in Washington, DC, to national programming agencies & DoS
- Wrote quarterly newsletter for members and program partners in Washington, DC

2003 - 2004 Council for International Visitors of Greater New Orleans New Orleans, LA  
*Director of Programming*

- Created professional programs for all IVLP projects visiting New Orleans, averaging six per month

- 1994 – 2001     *Mama I Ditya* (Mother & Child)     Moscow, Russia  
*Principal*
- Opened retail store specializing in maternity & juvenile products
  - Organized quarterly shipments of product from the U.S. and Italy
  - In 1996, the Russian-language edition of *Cosmopolitan* recognized *Mama I Ditya* as “the” place to shop for children in Moscow.
  - Supervised and trained twelve employees
- 1999 - 2000     Babygift.com, Inc.     New Orleans, LA  
*Director of Purchasing (Note: The site currently at this domain is not where I worked.)*
- Purchased and organized shipments of products worth over \$300K
  - Dealt effectively with US Customs
  - Supervised and trained four employees

## EDUCATION

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- 1991 - 1992     Universita' Luigi Bocconi SDA     Milan, Italy  
*Master in International Economics and Management*
- 1985 - 1989     Georgetown University     Washington, DC  
School of Foreign Service  
*Bachelor of Science, Foreign Service (Asian Regional Studies)*
- Certificate in Asian Studies
  - Graduated *cum laude*
- 1987-1988     Sophia University     Tokyo, Japan  
*Junior year abroad*

## SERVICE & AWARDS

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- 2019-present     Member, Florida Advisory Committee, U.S. Global Leadership Coalition
- 2018-present     Online virtual exchange facilitator, Soliya; Advanced facilitation certificate Dec 2018
- 2018-present     Member, Board of Directors, Ever'man Co-operative Grocery & Café
- 2016     Keynote Speaker for the Florida Association of International Educators
- 2014-present     Member, City of Pensacola International Relations Advisory Board; Chair 2018-2019
- 2013     One of four authors of the training guide *IVLP Fundamentals*
- 2013     Organizer, Service Project for National Council for International Visitors (NCIV)  
National Meeting, *The Postcard Project*, a mentoring project for at-risk youth
- 2010-2012     Member, University of West Florida International Advisory Council
- 2010-2011     Member, NCIV 50<sup>th</sup> Anniversary National Meeting Planning Committee
- 2010     Excellence in Programming Award; NCIV
- 2008-2011     Member, Board of Directors, North Hill Preservation Association; Secretary 2009-2011
- 2008-2009     Acolyte Mother; First United Methodist Church, Pensacola, FL