

# JENA MELANÇON

## PROFESSIONAL EXPERIENCE

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

- Successfully pivoted from in-person to virtual exchange, moving educational programs online & creating a new monthly coffee discussion for supporters & international exchange alumni (March 2020)
- Created Camp Global in collaboration with U.S. Department of State (DoS) International Visitor Leadership Program (IVLP) alumna working at the American Corner Pristina; This six-day summer camp focused on leadership & inter-cultural communication for 34 teens from five countries (2020) & expanded to a six-week environmental camp for teens from seven countries in 2021.
- Founded & created curriculum for Youth Diplomats Pensacola to promote diversity, understanding of U.S. foreign policy, and civic engagement; Facilitate a monthly daylong in-person program for 20+ teens (2017 to Feb 2020) & three-hour online sessions (Mar 2020 to present)
- Successfully petitioned for region to be included on IVLP itinerary by creating momentum through the effective recruitment of local supporters (2008)
- Prepare proposals and implement projects for an average of 32 in-person professional exchanges per year for DoS and the Open World Leadership Program of the U.S. Library of Congress; Currently implementing virtual exchange
- Create panels, speaking engagements, site visits, workshops, social and cultural activities, and school visits for the above exchanges, with professional programming days ranging from two to five days each
- Craft projects, recruit hosts, develop and manage local project budgets, and implement 13-day experiential leadership programs for DoS youth programs, averaging two projects per year (2010 – 2020)
- Led a successful drive to establish an endowed study abroad scholarship at the University of West Florida in memory of a departed IVLP Liaison Officer & colleague (2017)
- Provide excellent customer service to international visitors, liaisons, interpreters, program officers, students, parents, and 150+ volunteers.
- Supervise two employees year-round as well as ten summer employees; Manage volunteers

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

- Worked independently preparing proposals for IVLP projects
- Marketed the council in Washington, DC, to National Programming Agencies and DoS

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

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 U.S. Customs
- Supervised and trained four employees

1994 – 2001 *Mama I Ditya* (Mother & Child) Moscow, Russia  
*Principal*

- Opened retail store specializing in maternity and 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

1992                    American Consulate General, U.S. Foreign Commercial Service                    Milan, Italy  
                                  U.S. Foreign Commercial Service

*Student Intern*

- Wrote a Topic Report on Italian Countertrade with Eastern Europe published by the U.S. Department of Commerce which received written praise from the Commercial Consul and Consul General in Milan and the Deputy Chief of Mission in Rome

1989 - 1990            Office of Washington Federal Investigative Services (OWFIS)                    Washington, DC  
                                  Office of Personnel Management (OPM)

*Federal Investigator*

- Conducted background investigations
- Served in the office responsible for liaison between OPM and the FBI, the White House, and high-profile agencies
- Seven of 5,000 OWFIS cases were awarded a “Superior” rating by an independent review board during my year. Four of these investigations were mine.

EDUCATION

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1991 - 1992            Universita' Luigi Bocconi SDA                    Milan, Italy  
                                  *Master in International Economics and Management*

1985 - 1989            Georgetown University, School of Foreign Service                    Washington, DC  
                                  *Bachelor of Science, Foreign Service (Asian Regional Studies)*

- Certificate in Asian Studies
- Graduated *cum laude*

1987-1988            Sophia University                    Tokyo, Japan  
                                  *Junior year abroad*

CIVIC ENGAGEMENT, SERVICE & AWARDS

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2020-present        Member, Mid Atlantic Facilitators Network  
 2019-present        Member, Florida Advisory Committee, U.S. Global Leadership Coalition  
 2018-present        Member, Board of Directors, Ever'man Co-operative Grocery; Secretary 2020-2021  
 2018-2020            Online virtual exchange facilitator, Soliya; Advanced facilitation certificate Dec 2018  
 2018                    *Making it Work* Soliya Cross-cultural Facilitator Award, Fall 2018  
 2015                    Co-Chair Global Ties U.S. National Meeting Celebrating the 75<sup>th</sup> Anniversary of the IVLP  
 2014-present        Member, City of Pensacola International Relations Advisory Board; Chair 2018-2019  
 2013-2020            Member, Institute for Women in Politics of Northwest Florida  
 2013                    One of four authors for the Global Ties U.S. training guide *IVLP Fundamentals*  
 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