

# 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 the region on the US Department of State (DoS) International Visitor Leadership Program (IVLP) national itinerary
- Actively solicit IVLP delegations for the region and program their projects
- Balance local marketing efforts and membership recruitment with the goals of the national program
- Craft & direct youth programming in Pensacola for DoS youth programs Iraqi Young Leaders Exchange (2010-14), Youth Ambassadors (2012-17), *Jovenes en Accion* (2015-17)
- Supervise employees and volunteers

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 agencies & DoS

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

- Created professional programs for visiting delegations sent by DoS

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

- Opened retail store specializing in maternity & juvenile products
- Organized annual 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.

1999 - 2000 Babygift.com, Inc. New Orleans, LA  
*Director of Purchasing (Note: The site now 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

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

