

# Melani Lewes

Virginia, USA | 7575099050 | [melanilewes@outlook.com](mailto:melanilewes@outlook.com) | [linkedin.com/in/melani-lewes](https://www.linkedin.com/in/melani-lewes) | [melanilewes.github.io/my-portfolio](https://melanilewes.github.io/my-portfolio)

## EDUCATION

### GEORGE MASON UNIVERSITY

Fairfax, VA

Bachelor of Global Affairs (GPA: 3.83 / 4.00)

May 2025

- Specializing in Global Governance and the Middle East and North Africa; Minor in Conflict Analysis and Resolution
- Relevant Coursework: Foreign Policy, Security Policy, Diplomacy, Global Conflict Analysis/Resolution, International Economic Policy, International Relations Theory, Environmental Policy Making, Politics of MENA

## WORK EXPERIENCE

### THE SMITH RESTAURANT

Washington, DC

Hostess

Jun 2024 – Aug 2024

- Managed seating for a 120+ seat venue during peak hours and resolved guest issues, refining negotiation and mediation skills
- Acted as liaison among multicultural guests, service staff, and kitchen, enhancing cross-cultural communication
- Maintained reservation data and produced weekly guest-satisfaction metrics that informed service improvements

### WALLS ALIVE INC.

Williamsburg, VA

Client Relations & Operations Associate

Jun 2020- May 2024

- Managed end-to-end inventory, front-end customer engagement, and supply-chain logistics: received shipments, processed transactions, maintained stock records, and organized storeroom, achieving data-driven demand planning
- Partnered with businesses to deliver custom framing orders; assembled artwork with various kinds of materials demonstrating quality assurance and cross-partner coordination, strengthening sales and client satisfaction

### BUSCH GARDENS

Williamsburg, VA

Youth Program Leader

Jun 2023 – Aug 2023

- Led multicultural youth groups through scheduled environmental, STEM, and art programs, applying interest-based mediation and behavioral de-escalation techniques to resolve disputes and ensure inclusive participation
- Implemented secure check-in and check-out protocols, served as primary connection with parents, and coordinated on-site incident response, showcasing risk-mitigation, duty-of-care, and crisis-management skills

## PROJECTS

### POLICY ANALYSIS: THE THREAT OF FENTANYL TRAFFICKING TO U.S. SECURITY

Dec 2024

- Evaluated transnational fentanyl supply chains, cartel financing, and public-health impacts to craft an interagency security strategy integrating border intelligence, international cooperation, and harm-reduction measures

### CAPSTONE: IMPACT OF ARMED CONFLICT ON WOMEN AND CHILDREN IN SOUTH SUDAN

Nov 2023

- Evaluated transnational fentanyl supply chains, cartel financing, and public-health impacts to craft an interagency security strategy integrating border intelligence, international cooperation, and harm-reduction measures

## LEADERSHIP/SERVICE

### IMMIGRANT AND REFUGEE OUTREACH CENTER

Virtual

Economic Empowerment Programming Volunteer

Jun 2024 – Present

- Guided refugee and immigrant clients through résumé development and job-search strategies, leveraging employer and nonprofit partnerships to advance workforce reintegration and economic self-sufficiency

### KAPPA DELTA SORORITY, THETA RHO CHAPTER

Fairfax, VA

Committee Member

Oct 2021 – Aug 2023

- Co-organized Prevent Child Abuse America/SafeSpot fundraisers, coordinated Girl Scout outreach events, and partnered with other Greek organizations to advance campus-wide community engagement

## SKILLS

**Analytical & Research Competence:** political-risk analysis, desk research, scenario planning

**Policy Writing & Strategic Communication:** policy briefs, policy analyses, op-eds, public speaking

**Negotiation, Mediation, & Conflict Management:** interest-based mediation, facilitation, cross-cultural negotiation

**Leadership & Team Collaboration:** team leadership, mentoring, decision-making, adaptive management

**Stakeholder & Partnership Engagement:** multi-partner coordination, community outreach

**Languages:** Spanish, French