

Mecca McFadden
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Education

Spelman College Bachelor's of Arts in International Studies

Work Experience

Policy Fellow

OC Supervisor Katrina Foley

June 2024 - present

- Researched and analyzed federal, state and local legislation to determine how they'll affect Orange County residents
- Draft policy and communications materials
- Prepare the Supervisor for meetings and important agenda items by attending policy related events, tracking the progress of priority bills and drafting proposals

Lead Hostess

Maybourne Hotel Group

December 2021 - May 2024

- Established efficient workflow processes, monitored daily productivity and implemented modifications to improve overall effectiveness of personnel and activities
- Monitored server load and guest flow to maximize table usage and minimize wait times by 50%
- Assisted both FOH and BOH staff with preparing for events, coordinating smooth execution to ensure guest satisfaction and avoid worker overload

Front-of-House-Manager

Kobbler King

March 2020 - November 2021

- Kept weekly, accurate inventory counts
- Trained new employees on the Kobbler King standard
- Independently opened and closed the store each day
- Managed front-end operations to ensure friendly and efficient transactions at checkout

State and County Affairs Intern Mayor's Office of Intergovernmental & Legislative Affairs Fall 2021

- Monitored legislative and agency activities that impacted city programs and policies
- Conducted research, drafted briefing papers, media announcements and press releases
- Assisted with crafting legislative strategies

Fine Dining Server

J. Alexander Restaurant

July 2017 - May 2019

- Established repeated business by providing wonderful customer service
- Skillfully promoted items on beverage lists and restaurant specials
- Displayed thorough knowledge about the restaurant's menu and product

Public Affairs Intern

Englander, Knabe & Allen

Fall 2019

- Carried out research as needed for all client projects, the firm overall and various initiatives
- Conducted research, drafted memos, media announcements and press releases
- Provided fresh strategic input and feedback on campaigns, both local and otherwise

Canvasser

Stacey Abram's Campaign

Fall 2018

- Networked within Georgia's democrat community and fostered meaningful connections with its constituents

- Displayed strong, in-depth political knowledge about the campaign and its candidates
- Gained experience in public speaking, grassroots campaigning, and team organizing

Intelligence Analyst Intern

Stratum Point INC

Summer 2018

- Applied political, military and social knowledge to judge value of reporting in formulating objective intelligence reports
- Identified information gaps and potential threats by evaluating the relevance and accuracy of gathered information using various analytical methodologies and intelligence database systems
- Analyzed and synthesized large volumes of information to provide actionable intelligence
- Skilled in utilizing specialized knowledge and advanced analytical strategies to understand and access threats from both overseas and home-grown terrorist activity

Global Affairs Writer

HerCampus

2016-2019

- Demonstrated a thorough understanding of global news, specifically in conflict and post-conflict settings
- Gained experience in identifying and analyzing key trends, policies, and strategies
- Developed research concepts, policy questions and work proposals for papers and reports
- Prepared extensive analysis of assigned issues at both the national and global levels

Volunteer Experience

Volunteer

JourneyOut

2020-present

- Provided hygiene products, snacks, and information on JourneyOut directly on the prostitution tracks of Los Angeles
- Educated healthcare professionals, legislators, and students on sex trafficking
- Advocated for victims during times of crisis response, specifically working with survivors from varying countries and cultures
- Directed specialized forums designed to inform and empower young people

Girl Scout Service Unit

Girl Scouts of America

2015-2020

- Coordinated trainings and workshops for the Girl Scouts of the Ben Hill Chapter in Atlanta
- Worked directly with the council staff to guide and support service unit volunteers through the product sales process
- Coordinated the aspects of Fall Product and Cookie Product for the service unit
- Worked directly with the council staff to guide and support service unit volunteers

Brownie Troop Co-Leader

Girl Scouts of America

2015-2019

- Planned, organized, and delivered programs-including regular troop meetings and activities with other branches
- Challenged girls to reach their individual potential and empowered them to be responsible citizens through leadership and service
- Maintained accurate financial records for both the troop and each girl individually