

EVANGELINE THRUWAY
REDEVELOPMENT TEAM

RESUME LIST:

*Fox, Erica Melancon

**incumbent*

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ERICA MELANCON FOX

E Vermilion St. Lafayette LA

SUMMARY

Deliver world class results. Proven track record of successful project management through methodical, thorough and diligent work.

ACCOMPLISHMENTS

- Recognized as 2022 “Woman Who Means Business” award recipient
- 2022 National Recording Academy Grammy Consideration for Best R&B song
- 2021 Acadiana Center for the Arts ArtSpark recipient and 2021 Fellow
- 2019 Gambit Big Easy Award Recipient for Work at Nat'l WW2 Museum
- Professional recording artist with 40+ commercially produced works

EXPERIENCE

11/2021 - Present

True Friends Society of Lafayette

Director

501(c)3 benevolence group

- Executive director of Maison Creole de Freetown African American museum
- Manage the daily operations of cultural center and educational programming

07/2021 - Present

Attakapas Collective

Curator/Owner

Creative co-op and local craft makerspace

- Provide retail space for 30+ local artisan vendors
- Manage gift shop and consignment goods

02/2007 - Present

I.S.F. Properties, LLC / CSC Management

Property Manager

Owner of multi-family residential properties

- Oversee new lease negotiations, preparation and review of financial information on prospective tenants.
- Negotiate lease renewals, monitor insurance coverage, process damage claims.
- Maintain operations budget, apartment upkeep and handle rent collection.
- Conduct evictions and perform make-readies for new tenants.
- Perform site inspections, budget reporting, tax preparation and pay monthly vendors.

Multi-site Community Director/Leasing

- Conducted all business with company policies and procedures, Fair Housing, Americans with Disabilities Act, Fair Credit Reporting Act and all other laws pertaining to apartments.
- Ensure that lease files were complete and leases were executed properly.
- Responsible for the daily operations of three apartment complexes.
- Maintained records on all aspects of management activity on a daily, weekly and/or monthly basis.

- Ensured all required permits by city, county and state are current at all times, e.g. multifamily license, pool/spa, boiler, etc.
- Delegated inspection with residents at move-in/move-out
- Execute all notices to vacate and initiate eviction procedures
- Updated 'make ready' board and coordinate maintenance/make ready staff to ensure recondition of apartments after move-out.
- Approved rental applications, signed all new leases and addenda
- Experienced in Entrata management system
- Approved rental applications, signed all lease paperwork and addenda

12/2019 - 12/2020

KBON Radio Station, Eunice LA

Host/Show Producer "Tunesday Takeover", Tues. 6-10pm

- Launched a highly visible radio program promoting Louisiana songwriters and musicians.
- Produce and host an engaging weekly broadcast, increasing media ratings and market growth
- Manage multi- media channels including Youtube, FB and app.
- Promote Louisiana music and cultural economy of Louisiana creatives
- Secure advertising from local businesses
- Create marketing campaigns that encourage Louisiana tourism and highlight the KBON museum.

2/2018- 11/2019

Innovative Business Consultancy

Business Development/Director, Lafayette, LA

- Obtained employment contracts for services including fundraising, grant writing, web design, social media, non-profit advocacy and marketing strategies.
- Built and maintained a steady book of business of employers to service with workforce solutions services.
- Met qualitative and quantitative performance expectations and prepare regular reports of results.
- Marketed recruitment services to employers to provide quality candidates to fill current vacancies within the assigned region.

9/2011-2018 Chevron Companies (Louisiana & Texas)

Public Relations Business Specialist

5/2016 – 1/2018

Chevron - Houston, TX

- Prepared or edited organizational publications for internal and external audiences, including employee newsletters and stockholders' reports.
- Responded to requests for information from the media and designated appropriated spokespersons
- Provided a best-in-class service experience responding to media requests and anticipating unstated needs
- Managed department's CRM database (Client Relationship Management System)
- Organized company events including Townhall Meetings, Annual Shareholder Meetings, Company Wide Community Outreach Events, Holiday Party
- Employed strong interpersonal skills between departments and outside of company

On-boarding Trainer/LMS Administrator

2/2015- 5/2016

Chevron - Houston, TX

- Coordinated onboarding procedure including training, boot camps, new hire orientation, PCAs and certifications ensuring practices are aligned with company requirements and SOX controls.

- Supported D&C Department in areas of calendar updates, meeting coordination, travel arrangements, room bookings, H2S tracking and handling team requests.
- Certified LMS Records & Registration administrator and Certified Smith Driver Evaluator.
- Responded to off-boarding duties and updated the appropriate systems ensuring SOX control requirements are met.
- Upheld company's data privacy as GLAM Information Delegate
- Managed MCBU Summer internships and coordinated logistics and end of session functions.
- Utilized SAP, Ariba and LMS/CMS modules to assist the Drilling & Completions team.

Financial Analyst / Contracts Analyst

9/2011 – 2/2015

Chevron Oronite - BelleChasse, LA

- Created financial reports and developed business models for management review including demurrage reports, capital projects worksheets and freight recording in SAP.
- Handled various Finance functions including DOA, invoicing, purchase orders, expense reports, credit memos, processed payments, managed contract spend, handled compliance audits and month end close.
- Liaison between Chevron Shipping and Oronite's Downstream Supply Chain working closely with FSS and foreign vendors to resolve shipping charges, demurrage time, taxation issues, and broker concerns.

EDUCATION:

Occidental College, Los Angeles, CA, 1997 ■ B.A., Economics ■ Minor- Environmental Studies

LICENSES & CERTIFICATIONS:

Certified Real Estate Developer, 2022 Southern University

Series 6 /Licensed Financial Services Advisor/Life, Health & Accident Producer

Certified Smith Driver Evaluator

PROFESSIONAL AFFILIATIONS

Commissioner - Evangeline Thruway Redevelopment 2020-present

Commissioner - Bayou Vermilion District 2010

Board member - Acadiana Center for the Art, Lafayette

Board member - Basin Arts, Lafayette

Association for Financial Professionals - member

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