

**NOMINATION FOR
Chapter Meritorious Support Service Recognition
Epsilon Sigma Phi, Alpha Zeta Chapter – Texas**



Nominee's Name: Melissa Mewa
Title: Jefferson County 4-H & Youth Dev./ Economic Dev. Secretary
Address: 1225 Pearl Street, Suite 200
City, State Zip: Beaumont, TX 77701
E-Mail: mamewa@ag.tamu.edu
Phone Number: 409-835-8461
Year Initiated into ESP: N/A

Position and Dates of Extension Employment:

January 17, 2001 – Present Jefferson County 4-H & Youth Dev. Secretary
Beaumont, TX

Education:

2004	Pryor, Certificate in Microsoft Office
1998	Lamar University of Technology, Certificate in AutoCad R12
1983	University of New Orleans, Business Courses
1982	Abramson High School, New Orleans, LA.

Outstanding Professional Accomplishments:

Melissa Mewa has been a secretary for Extension and Jefferson County for 11 years where her integrity, dedication and loyalty are demonstrated daily. She works with 4-H members, parents, leaders, clientele for small businesses as well as the judges, commissioners, state representatives, and media outlets to whom she is courteous and pleasant. Melissa received the Agri-Business Service & Support award in 2007 for her assistance to the Southeast Texas Cattleman's Association. In 2004 she received the 4-H Volunteer of the Year Award from our 4-H program. She assisted with the State office during the 4-H Connect pilot program and the District 9 4-H office with suggestions & problems in the program. She has designed numerous programs and flyers for District & State activities. Melissa has trained two secretaries and assisted with two agents for the Hardin County Extension office. Everyone in the Southeast area knows they can call on her to help with anything they need. Melissa has also served on the nomination committee for the Jefferson County Award for Employee Excellence.

Outstanding Programmatic Accomplishments:

- Organizes and maintains 4-H and Economic Development clientele files with strict confidentiality.
- Developed procedural manual for 4-H office.
- Provides communications to the residents of Jefferson County about 4-H and the Economic Development program through e-mails and letters.
- Assists with office management duties.
- Desktop publishing skills are excellent and very creative. Produces annual Awards Program book, 4-H Newsletter, flyers and promotional pieces (County) and promotional pieces for District 9.
- Proficiently handles all correspondence, research & development for two departments.
- Assists in planning, organizing and implementing county & district events.
- Receives, secures and processes funds for cost recovery and local events.
- Assisted with the development of a Non-profit Organization Guide.

Support Statement (approximately 75 words):

Melissa is an instrumental part of our office. She is pleasant, honest and willing to do what needs to be done. She is constantly striving to learn and improve. Melissa is very dedicated to her job by focusing individual attention to clientele and residents of Jefferson County. She goes over and beyond to help our 4-H families and residents of Jefferson County. It is an honor to nominate Melissa Mewa for this award.