

Julianne Jones

Alexandria, VA

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Expertise

- Project Management • Organization • Intercultural Relations • Logistics • Volunteer Management
- Conference Management • Cultural Sensitivity • Multi-tasking • Change Management • Communication
- Leadership • Coordination • Learning new technology • Adapting • Program Development

Professional Work Experience

Metis Planning Group LLC (September 2025 - Present)

Remote Work www.MetisPlanningGroup.com | Alexandria, Virginia, USA

- **Founder and Independent Contractor (September 2025-Present)**
 - I work with companies on logistical coordination and facilitation of event and program design for in-person, online, blended learning, and virtual events using a multitude of technologies. This could be a leadership program from your company/region, conference program development, or working with SMEs for technical trainings.

Water Environment Federation (March 2018 – October 2025)

Education and Training to Workforce Development Team

Alexandria, Virginia, USA

- **Senior Manager for Workforce Development Team (April 2025 - October 2025)**
 - Manage the Water Leadership Institute and InFLOW programs at WEF. Develop a strategy for the leadership and workforce programs at WEF.
- **Senior Manager for Education and Training (November 2022 - April 2025)**
 - Managed WEF specialty conferences, the Water Leadership Institute (WLI), and the InFLOW STEMpath Program. Built volunteer structures and succession plans to empower alumni and support long-term growth. Redesigned fair, consistent application processes and expanded participation, launching a second WLI cohort as demand increased. Collaborated with sales to create and update sponsorships, improving program sustainability, and led multiple subject-matter expert volunteer groups to develop program content.
- **Manager for Education and Training (March 2018 – November 2022)**
 - Managed WEF Specialty Conferences (Collections, Residuals & Biosolids, Odors & Air Pollutants, Stormwater, and Public Health), oversaw planning and onsite execution. Led and trained annual volunteer teams to build technical programs, secure speakers, and moderators. Managed the Water Leadership Institute as primary volunteer and participant contact. Led transition from in-person to virtual conferences, managing all backend operations and developing virtual workshops, webcasts, and online courses.

Frankfurt School of Finance & Management (May 2013 – December 2017)

International Office – International Advisory Services

Frankfurt am Main, Germany

- **Project Manager (December 2016 – December 2017)**
 - Led business development in Sub-Saharan Africa; organized and delivered global professional trainings and networking events; expanded the Executive Education training portfolio worldwide; interviewed, hired, trained, and managed a diverse team of three full-time employees and five interns.

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- **Project Coordinator (March 2015 – December 2016)**
 - Developed and delivered customized international executive education programs worldwide. Co-created the Frankfurt Mini MBA, a global blended-learning program. Established and managed ACI test centers worldwide. Oversaw U.S. financial aid as designated officer and led U.S. student recruitment.
- **Project Assistant (September 2013 – March 2015)**
 - Assisted in building partnerships with international universities; planned and delivered global Executive Education trainings; collaborated with the ACI-FMA Director of Education to develop and maintain exams; coordinated Frankfurt School's application to the U.S. Department of Education for federal financial aid eligibility.

Education

Frankfurt School of Finance & Management

September 2011 – October 2013

Frankfurt am Main, Germany

M.A. International Business

Thesis: ***Does developmental tourism have a positive developmental effect on local communities in Kenya?***

Virginia Polytechnic Institute and State University

August 2006 – May 2010

Blacksburg, Virginia, USA

B.S. Business: Hospitality and Tourism Management

Minored in Spanish Culture/Language

Volunteer

● Animal Welfare League of Alexandria (August 2019 - Present)

- Selected for elite Shelter Scholar program focused on canine behavior and adoptability. Mentor and train new volunteers in dog and small-animal handling. Support vaccine clinics and community events. Fostered 82 animals (43 guinea pigs, 27 rabbits, 12 cats). Contributed nearly 800 volunteer hours since 2019.

● Laying Tracks (August 2022 - April 2025)

- Director of Volunteer Management (since 2023)
- One of the founding volunteers and created structure and processes for new volunteers

Qualifications

Trainings: Shelter Playgroup Alliance - 2023 Winter CORE Cohort finishing in Dec. 2023 and BEAR in person week long workshop in August 2024

Certifications: ● Project Management Professional (PMP) Credential ID: 2317379 ● Fear Free Shelter Program Certification in Sept. 2020

Languages: ● English (Native Language) ● German (Advanced) ● Spanish (Basic)

IT: ● MS Office – Word, PowerPoint, Excel (Advanced) ● Forj Web Courseworks LMS (Advanced) ● Vimeo Live Stream (Intermediate) ● Zoom (Advanced) ● Teams (Advanced) ● Fonteva CRM Backend (Intermediate) ● KumoSpace (Advanced) ● Adobe Premier and Photoshop (Basic) ● HTML (Basic) ● EpiServer Website Update (Intermediate)