

STEVE MARTELLI

2524 S Walter Reed Drive, Arlington, VA 22206 | 302-257-1757 | stevemartelli3@gmail.com

FOREIGN SERVICE OFFICER AND LEADER *An accomplished executive manager with over 30 years of leadership experience in diplomatic missions, urban law enforcement, and high-risk military operations. Leverages fluency in Spanish and excellent cross-cultural communication skills to excel in service to multinational coalitions and address international security threats. Currently holds a State Department Top Secret security clearance.*

Relevant Experience

U.S. DEPARTMENT OF STATE

Deputy Chief, American Citizen Services - U.S. Consulate General Tijuana, Tijuana Mexico 07/2020 to Present - \$140,000/year

- Responsible for the welfare and safety of the half a million of Americans living in and visiting the Tijuana Consular District, as well as ensuring efficient delivery of citizenship services such as passports and consular reports of birth abroad
- Lead a team of 32 U.S. direct hires and locally employed staff in one of the top three busiest sections in the world, to ensure prompt delivery of effective emergency/protective services in thousands of cases involving injury, death, arrest, welfare and whereabouts, natural disasters, child custody, violent crime and accidents in the murder capital of the world
- Establish and maintain contacts with Mexican officials, including prosecutors, law enforcement, and prison authorities. Create and nurture close working relationships with U.S. law enforcement agencies and the U.S. Navy Shore Patrol

Training Lead Instructor, Arlington, VA 05/2018 to 07/2020 - \$125,000/year

- Designed, updated, and led the Crisis Management Exercise for consular professionals and local staff for Crisis Management Response Overseas
- Taught consular law, policy and procedures; served as a role model and mentor to students; designed and revised course materials to reflect laws and policies and incorporate participant feedback
- Served as Special Consular Services module lead, coordinating with Overseas Citizens Services subject matter experts on policy changes and oversaw corresponding updates to curriculum

Watch Officer, Washington, DC 02/2017 to 05/2018 - \$120,000/year

- Ensured the Secretary and senior Department officials always remained informed on breaking news and can rely on the Watch for accurate briefings on relevant topics on a moment's notice
- Enabled the Secretary and senior Department leaders to promote U.S. interests more effectively by seamlessly and professionally connecting them to foreign officials
- Facilitated effective whole-of-government response to emerging developments, threats and crises by quickly disseminating accurate information across the Department and the interagency

Foreign Service Officer, United States Embassy in Havana, Cuba, 02/2015 to Present - \$115,000/year

- Oversaw President Obama's historic walking tour of Old Havana as site officer and team leader; facilitated Secret Service handling of security; investigate high profile Cuban citizens for violations of complex immigration law
- Handpicked to manage the Second Lady of the U.S.'s visit to Cuba in 2016, as well as those of several other high-level officials
- Chaired the first meeting of Cuban embassy fraud units to discuss local and international fraud trends and fraud prevention strategies; represented the U.S. Embassy at the inaugural Fraud Technical Exchange with high-ranking Cuban government officials

Foreign Service Officer, United States Consulate, General Monterrey, Mexico, 05/2012 to 01/2015 - \$105,000/year

- Managed 21 entry-level foreign service officers and 56 locally employed staff as deputy chief of the non-immigrant visa section
- Handpicked to coordinate a multi-departmental move into a new \$85 million consulate compound

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Relevant Experience, cont.

WILMINGTON CITY COUNCIL, Wilmington, DE

City Councilman, 8th District, 09/2008 to 05/2012 - \$60,000/year

- Served on three City Council committees: Public Safety, Licenses and Inspections/Real Estate and Housing, and Youth and Family Services
- Assisted in managing the city's \$205 million budget

DEPARTMENT OF SAFETY AND HOMELAND SECURITY, Dover, DE

Governor-Elect Jack Markell Transition Team (Unpaid Appointment), 10/2008 to 01/2009 - Volunteer

- As a member of the Sub-committee on Department of Safety and Homeland Security, streamlined security for the governor-elect's transition into office through extensive research on the day-to-day operations of the department
- Prepared final report that was submitted to Governor-Elect Markell with recommendations for cabinet-level appointments, which were followed

Education

WILMINGTON UNIVERSITY, New Castle, DE

Master of Science in Administration of Justice

Bachelor of Science in General Studies

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September 29, 2021

Renina Fuller
Director of Human Resources
City of Palm Coast
160 Lake Avenue
Palm Coast, FL 32164

Dear Ms. Fuller:

I am writing in response to the posting seeking to fill the City Manager position with the City of Palm Coast. My relevant government and leadership experience offers an outstanding opportunity for me to make a positive contribution to the City of Palm Coast.

The diversity of my more than 32 years of government background – as a local police officer, a security/law enforcement operations manager, a city councilman, and a diplomat – would enable me to bring uniquely well-rounded experience to the position. The following qualifications should be of particular interest to the City of Palm Coast:

- As a City Councilman, in cooperation with the Department of Economic Development, I oversaw the development of an \$85 million mixed use public facility. The first of its kind in Delaware, the facility housed a neighborhood fire station on the lower level and ten floors of public assistance housing. I created a working group of residents, business owners, and government officials to establish the standards of the building, and worked with the housing authority, the Board of Adjustment, and historical society to ensure compliance with all regulations.
- As a member of the inaugural Diversity and Inclusion Committee, I successfully recruited under-represented populations to staff positions in the American Citizen Services unit at U.S. Consulate General Tijuana. Working with the committee, I also provided a platform for PRIDE events and advocated for the PRIDE flag to fly at the Consulate.
- I co-authored U.S. Embassy Havana's Integrated Country Strategy (ICS). The ICS is a three-year strategic plan concentrating on security, business development, and furthering the administration's policy toward Cuba. With only minor edits by White House personnel, this plan became the Presidential Policy Directive for U.S. – Cuba relations.

My resume contains additional details regarding my career accomplishments. I would welcome an opportunity for a personal interview to discuss what I can bring to the position of City Manager and to the City of Palm Coast as a whole. I thank you in advance for your time and review of my qualifications.

Sincerely yours,

Stephen L Martelli

References for Steve Martelli

Don Mattingley
Mission Mexico Country Coordinator for American Citizen Services
U.S. Embassy Mexico
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Colonia Cuauhtemoc
06500 Mexico, CDMX
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Don Mattingley oversees all American Citizen Services functions for Mission Mexico

Rhett Ruggerio
Government Relations
109 E Division St
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Rhett Ruggerio was Deputy Mayor of the City of Wilmington and my campaign consultant

Mickey Janvier
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Mickey was my campaign finance manager

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Al is the owner of International Security and oversees all functions related to the business