



## Jenna Medcalf

Receptionist & Executive Assistant

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“I derive immeasurable joy and fulfillment from animals, music, time spent with loved ones, traveling, and the pursuit of knowledge. I believe that the answer is always somewhere in the middle, and my aim is to find beauty everywhere I go.”



As Executive Assistant on the White Horse team, Jenna’s primary responsibilities include providing day-to-day support to the CEO through travel planning, event logistics and support, calendar coordination, and follow-up communications with potential clients. As Receptionist, Jenna provides administrative support to the team while serving as the first point of contact for guests.

Jenna graduated summa cum laude from the Georgia State University Honors College, receiving a Bachelor of Interdisciplinary Studies in International Studies. During her time at Georgia State, Jenna worked as a student assistant in the Study Abroad Programs office. She also completed a summer study abroad program where she traveled to Germany, France, the Czech Republic, and the United Kingdom. She returned to the UK the following summer when she moved to London to intern in the public policy division of an international business communications consultancy. Her areas of interest and specialty include foreign affairs, public policy, international economics, and business.

Jenna is passionate about travel and the self-discovery that comes with exploring new cultures and places. When she isn't plotting her dream trip, she enjoys reading, photography, hiking in the North Carolina mountains, listening to music on vinyl (her favorite thing to collect!), and spending time with her family and three rescue dogs.