

Melissa A. Avant

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Objective Builder of solid, cohesive teams, Personable and motivational leader and teacher, Effective project and program manager, director, and mentor, Driven to provide excellent customer care and innovative user experience, Extensive experience in leadership, organization, and event coordination, Seasoned researcher and writer with excellent communication skills, Fiscally resourceful and effective cost management skills, Excellent partnership development skills and local elected official.

Profile

- Ability to direct complex projects from concept to fully operational status.
- Goal-oriented individual with strong leadership capabilities.
- Organized, highly motivated, and detail-directed problem solver.
- Proven ability to work in unison with staff, volunteers, and members of the community.

Education

MPA, Public Administration, Sierra Vista, AZ – Wayland Baptist University
B.A., Business Administration, Sierra Vista, AZ – University of Phoenix

Relevant Experience & Accomplishments

Program Implementation

- Successfully established 24 community and 11 school programs.
- Balanced **\$3.6 million budget**, and distributed the funding to community agencies
- Managed 24 community contracts
- **Wrote grants, secured funding**, and established Chronic Disease Programs for Cochise County.
- Reorganized Steps Program, established new programs within Cochise County.
- Built and maintained strong working relationships throughout the entire County.
- Designed service programs and coordinated existing agencies/programs
- Counseled students on community leadership, advocacy, and health related issues
- Formulated, wrote, and implemented community health manuals.

Management/Supervision

- Directed recruitment and retention of 12-20 staff at given times.
- Trained, supervised, and evaluated staff, coached improvement management skills.
- Resulted in multilateral staff achievement of work objectives.
- Managed and developed over 50 volunteers into goal-oriented, cohesive group.
- Successfully refined **and implemented new projects**.

Public Health/Policy

- Extensive knowledge of nursing and public health services, health promotion and disease prevention and environmental health services,
 - Developed and implemented new programs, policies, and procedures to address changing needs and concerns regarding health.
 - Extensive Knowledge of budgets; prepared reports; coordinates, evaluates, and modifies services and programs; well versed in Strategic Planning for Department growth.
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Employment

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|---|---------------------|
| Regional Director, <i>First Things First</i>, Arizona | <i>2009-Present</i> |
| <ul style="list-style-type: none">• Provide support to the Cochise Regional Partnership Council and Community• Ability to ensure public accountability as well as measure and improve outcomes appropriate for program goals.• Serve as a liaison to County Key Stakeholders and State representatives.• Directed programs and operations with the overall goals of strategic Planning and implementation.• Provide oversight of internal and external partners, responsible for a \$3.6 Million dollar budget. | |
| Administrative Assistant, <i>First Things First</i>, Arizona | <i>2008-2009</i> |
| <ul style="list-style-type: none">• Provide support to the Cochise Regional Partnership Council, Program Coordinator, and State subgroups – i.e. NAP SACC development.• Ability to ensure public accountability as well as measure and improve outcomes appropriate for program goals.• High ethical standards and promote sound business practices. | |
| Program Coordinator, <i>Cochise County Health Department</i>, Arizona | <i>2006-2008</i> |
| <ul style="list-style-type: none">• Ability to ensure public accountability as well as measure and improve outcomes appropriate for program goals.• Conducted strategic planning sessions and administrative oversight on Programs and internal staff. | |
| Cochise Community College, <i>CHW Program Coordinator and Adjunct Teacher</i>, Arizona | <i>2008-Present</i> |
| <ul style="list-style-type: none">• Implemented and lead the program in developing core standards for Students in the health field. | |
| Administrative Coordinator, <i>Cochise County Health Department</i>, Arizona | <i>2005-2006</i> |
| <ul style="list-style-type: none">• Impacted business partnerships through continual communications and liaison efforts with the program, state leads, and Cochise County.• Provided educational and information on chronic disease related issues to public. | |
| Automated Financial Account Clerk, <i>Cochise County Finance</i>, Arizona | <i>2003-2005</i> |
| <ul style="list-style-type: none">• Maintained the automated vendor file for IRS reporting; also prepared deposits and manual warrants for payment. | |
| Recorder Clerk, <i>Cochise County Recorder</i>, Arizona | <i>2002-2003</i> |
| Primarily responsible for receiving, reviewing, recording, indexing, and storing public documents related to real property, such as deeds, mortgages, and property plats, ensuring accurate access to these records for the public. | |
| Office Manager, <i>Farmers Insurance</i>, Missouri | <i>2001-2002</i> |
| <ul style="list-style-type: none">• Continuously, monitored operational performance on individual's policies to maintain company goals and exceed company profits.• Impacted business partner revenue through continual communications and liaison efforts with both the employee and employer. | |

CSR, Citicorp Credit Services, Missouri

1999-2001

- **Increased** and **upgraded** the type of account customer's had as well as proactively selling products and services offered by the company.
- Prioritized and handled all incoming calls while maintaining company and individual sales goals.

**Community
Involvement**

Past Elected Official, Sierra Vista Unified School District Elected Official

The American Society for Public Administration, Member

Sierra Vista Leadership Class, 2009-2010

Special Action Groups, Member

Involved in many community events/meetings around Cochise County.
