

**Candidate 4 – Melissa Avant**

**From:** [Melissa Avant](#)  
**To:** [Board](#)  
**Subject:** Elected Cochise County Recorder- Appointment  
**Date:** Friday, February 7, 2025 9:35:13 AM  
**Attachments:** [Letter of Intent.pdf](#)  
[Resume M.Avant .pdf](#)

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LETTER OF INTENT

Melissa A. Avant



Sierra Vista, AZ 85650

February 7, 2025

Cochise County Board of Supervisors

1415 Melody Lane

Bisbee, AZ 85603

Dear Board of Supervisors:

My name is Melissa Avant, and I am very interested in the County Recorder elected officer appointment. I have worked in Public Administration field for 25 years, and I believe I would be a valuable addition to your team and look forward to running a successful campaign in years 2026 and 2028. I believe this experience, in combination with my willingness to learn and ability to do so quickly, makes me a suitable candidate for County Recorder.

I am very passionate about serving the residents of Cochise County and am a hard worker with excellent interpersonal skills. I gained a lot of knowledge from my County and State government positions, but I am keen to learn more, and I believe your company will provide me with the opportunity to be a successful candidate for the residents of Cochise County.

You will find my full resume attached to this letter, and I would be happy to go over my qualifications in further detail and answer any questions you may have. I appreciate the time you have taken to read my letter and look forward to meeting in person and discussing this appointment.

Best regards,

Melissa A. Avant

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Sierra Vista, AZ 85650

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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.

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**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.

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**Education**

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

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

**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.

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**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.

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