

# Melanie Perry

## Professional Summary

Community-focused professional with experience in public safety, community relations, and project management. Brings a practical, organized approach to communication and collaboration, with a focus on reliability, transparency, and effective problem-solving.

## Key Skills

- Strategic Communication and Public Outreach
- Project Management and Organization
- Event Planning and Logistics
- Crisis Communication and Media Relations
- Microsoft Office Suite, Adobe Creative Suite and Generative AI Tools

## Professional Experience

### Assistant Project Manager | Ardurra – Poway, CA

10/2023 – Present

- Support infrastructure projects across San Diego County, including water and wastewater systems and capital improvement programs (CIP).
- Develop outreach materials including newsletters, flyers, videos, surveys and social media content to keep communities informed.
- Coordinate with government agencies, contractors and community members to support clear communication.

### Communications Coordinator | Deputy Sheriffs' Association of San Diego County – Poway, CA

03/2022 – 10/2023

- Organized community outreach programs and charity events, strengthening community partnerships.
- Managed the association's magazine, social media platforms and email communications.
- Planned and executed a variety of member-focused events and initiatives.

### Emergency Services Dispatcher | San Diego County Sheriff's Department – San Diego, CA

07/2012 – 03/2022

- Provided critical support to law enforcement by managing 9-1-1 calls and dispatch operations.
- Trained new dispatchers and coordinated communication during crisis situations.
- Served as a liaison between law enforcement and the public, maintaining accuracy and professionalism.

## Professional Affiliations

Co-Chair, Marketing & Social Media Committees

American Public Works Association – San Diego and Imperial Counties Chapter

## Education

**GIS Certificate**, California State University, Fullerton – Fullerton, CA (2016)

**Associate of Arts: Apparel Design**, Nassau Community College – Garden City, NY (2009)