

**Melanie Perez****Back-up Vaccination Coordinator, EMS Certifications Manager, and Office Manager  
Phoenix Fire Baby Shots Vaccination Program and Emergency Medical Services  
Division**

Melanie Perez comes with 25 years of administrative support experience in a Phoenix Fire Baby Shots Vaccination Program and Emergency Medical Services Division, where she has served as Back-up Vaccination Coordinator, EMS Certifications Manager, and Office Manager. She helps ensure smooth operations and effective public-health service delivery. She specializes in organizing workflows, managing schedules, coordinating documentation, and community outreach. Melanie is known for her attention to detail, strong communication skills, and commitment to keeping teams running efficiently. Outside of work, she enjoys staying active, traveling, and spending time with family and friends.