

LEANNE MEEKS

PROFESSIONAL RESUME

CONTACT

- 📞 239-687-6082
- ✉ Mrs.LMeeks@gmail.com
- 📍 Naples, Florida
- 🌐 www.leannemeeks.com

PROFILE SUMMARY

I am a Florida-certified educator and a lifelong learner with a creative thinker, solutions-oriented mindset and strong attention to detail. My problem-solving skills are complemented by a collaborative approach, making me a dedicated team player. I am committed to continuous learning and growth, actively seeking opportunities to work with and learn from others. With strong communication and interpersonal skills, I strive to create positive learning environments and meaningful relationships that support student and team success.

EDUCATION

- 2020 - 2027**
LIBERTY UNIVERSITY
- 2022 AA Early Childhood Education
 - 2024 BA Interdisciplinary Studies
 - Major in Education
 - Minor in Psychology
 - 2027 MAT: Elementary Education Curriculum to Ed.S. in School Curriculum & Instructional Planning

WORK EXPERIENCE

AMERICANA COINS AND CURRENCY, LLC 2008 - PRESENT
Operations and Social Media Coordinator

What began as a hobby and online sales venture has grown into a family-owned business. I personally oversee daily operations and build positive customer relationships through effective communication, problem-solving, and personalized service. Create and manage social media content, coordinate marketing efforts, and assist with inventory and administrative tasks. Regularly educate customers on coins, currency, collectibles, and precious metals, requiring the ability to explain complex information in a clear and engaging manner. Demonstrate strong organization, attention to detail, adaptability, and collaboration in a fast-paced environment.

CERTIFICATIONS

- Florida Professional Educator Certificate
 - Prekindergarten/Primary Education (PreK-3)
State of Florida | 2026

HEADPINZ NAPLES 2024
Assistant General Manager

Manage day-to-day operations, ensuring smooth and efficient functioning of all departments, including front desk, food and beverage, and facility maintenance. Supervised and trained staff, creating schedules, and helping with payroll to optimize team performance. Delivered exceptional customer service by addressing guest inquiries, resolving complaints, and ensuring a positive experience for patrons. Assisted in managing inventory, ordering supplies, and controlling costs for food, beverages, and other operational needs. Supported event planning and execution, including leagues, tournaments, and special events to drive revenue and customer engagement. Performed hands-on duties in various roles such as mechanic, cook, bartender, game room attendant, and game mechanic, ensuring operational continuity. Ensured facility safety, cleanliness, and equipment maintenance to uphold high standards for guests and staff. Collaborated with senior management to implement strategic initiatives for growth and profitability.

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SKILLS

- Classroom Management
- Student Engagement
- Team Collaboration
- Time Management
- Leadership
- Effective Communication
- Critical Thinking and Problem Solving
- Progress Monitoring
- Student Assessment
- Differentiated Instruction
- Organization & Time Management
- Educational Technology
- Adaptability

PROFESSIONAL HIGHLIGHTS

- Florida Professional Educator Certificate (PreK-3)
- Kindergarten Teaching Experience
- 5th Grade ELA Experience with Proven Results
- Faith Formation Instructor (Grades 1-2)
- Lesson Planning & Classroom Management
- Parent Communication & Student Support

WORK EXPERIENCE CONTINUED

St. AGNES CATHOLIC CHURCH

2023 - 2024

Administrative Assistant

Provided administrative support for the Faith Formation program, including managing schedules, maintaining records, coordinating events, and serving as the primary contact for program inquiries. Tracked attendance, prepared educational materials, assisted with volunteer coordination, and managed communications for families and clergy. Additionally, served as one of the lead First and Second Grade Faith Formation instructors, planning and facilitating lessons that supported students' spiritual growth and sacramental preparation. Supported the Director of Faith Formation with program operations and created digital content for church communications and the parish bulletin.

NAPLES CLASSICAL ACADEMY

2021 - 2023

IA - Pool Teacher - Kindergarten Teacher

Served as both an Instructional Assistant and Kindergarten Teacher, developing and implementing engaging lessons that supported academic, social, and emotional growth. Collaborated with faculty, parents, and administrators to create a positive and inclusive classroom environment while supporting foundational reading, writing, and mathematics instruction. I have consistently stepped into various roles to support immediate needs as they arise. Since the school's opening, I have contributed to both essential and non-essential tasks, demonstrating flexibility and teamwork. I have learned the school's safety program, managed inventory, worked at the reception desk, substituted in classrooms for both short and long-term periods, developed and implemented lesson plans, and provided creative solutions to challenges. I maintain open communication with administrators, faculty, staff, and parents, and am relied upon to ensure tasks are completed efficiently. The second year as a kindergarten teacher I developed and implemented engaging lesson plans to foster social, emotional, and cognitive development in kindergarten students. Created a positive, inclusive classroom environment, encouraging curiosity and creativity while supporting foundational skills in reading, writing, and math.
