



# LEANNE MEEKS

## PROFESSIONAL PROFILE

### CONTACTS

239-687-6082

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2780 12th Ave NE

Naples, Florida 34120

### EDUCATION

Liberty University Online

AA Early Education

### EXPERTISE

- Professional

Communication

Leadership

Team Building

Photography

Creative Thinking

Client Support

Problem Solving

Researching

### SUMMARY

I completed my Associate's degree in Early Education with Liberty University. I am a creative thinker with an open mind to see the impossible. I am attentive to details creating a perfectionist trait, and enjoy problem solving and solution research. I also invest to discover opportunities to work and learn from others when possible thus, affording me superb communication and people skills. I am perusing an opportunity that will further my skill set and support in lasting relations.

### WORK EXPERIENCE

TEACHER'S ASSISTANT/POOL TEACHER/KINDERGARTEN TEACHER—Naples  
Classical Academy — 2021 to Present

While I was initially hired as a teacher's aide, I have been used to fill roles that require immediate assistance as they occur. I have contributed to the school's essentials and non-essentials since its opening in 2021. To be a proven team player I have filled any role requested by the administration. I have learned the school's safety program, inventoried supplies and tools that were purchased and received, worked the reception desk, substituted in classrooms as needed both short-term and long-term, created and executed lesson plans, communicated creative ideas and provided solutions to aid in the development process, and maintained open communication with administrators, faculty, and parents. Multiple teachers and staff members have also learned to rely on me to fulfill a given duty. I have accepted a position as a full-time kindergarten teacher for the current school year, job duties include lesson planning, grading, maintaining a classroom and fulfilling state standards.

PHOTOGRAHER—A Simple Touch Photography & Design — 2009 to 2021

I have owned and operated A Simple Touch Photography & Design from the comfort of my home as a business. I use varying platforms such as Facebook, Instagram, Pinterest, and Etsy to promote and sell portrait sessions as well as portrait art. I created a cliental of over 200+ clients and families as well as six daycares and two schools. I have mentored five rising photographers. I have a unique client relations communication skill that has awarded me with the ability to resolve and maintain control of all my sessions.

## SKILLS

### TECHNICAL

All Aspects Microsoft Office

VMWare

ProCare

Corel Paint Shop Pro

Revenue Cycle

Cisco Phones

Book Balances

Safety Check In

### INTERESTS

Family Adventures

Photography — Creating

Reading — Learning

Guiding — Achieving

### ACHIEVEMENTS

Organizational Skills

Communication

Leadership Skills

### Various Fundraisers

Cancer Benefit / 2016

Schools / 2013 — 2016

### HS DIPLOMA

Gulf Coast High

Naples, Florida — 2005

## WORK EXPERIENCE

CUSTOMER SERVICE REPRESENTATIVE — NCH Healthcare System

Nov 2019 / Sept 2020

I held the responsibility of answering phones and transferring when required. Primary duties were to collect payments over the phone, offer financial assistance, assist with further payment options, and offer assistance with understanding patient insurance benefits. I had the opportunity to train a new hire within my first sixty days. Separate projects obtained from management included submitting and confirming insurance write-offs, typing up policies for emails for immediate supervisor, mail out patient statements, receive incoming mail to sort and deliver throughout the facility, and working with higher management to resolve patient financial concerns. I was also granted access to pull credit reports to help the financial aid department when they became overwhelmed.

VARIOUS POSITIONS — FORZA Education Management — Aug 2013 / Oct 2016

I worked within both charter schools operated by FORZA Education between the time frames listed. I obtained several roles within the school which included, volunteer, parent liaison on the school board, school photographer, the lead person for the photography and yearbook club, volunteer coordinator for the school PTO, receptionist, aftercare director, and substitute teacher. While I was employed I took opportunities to find and execute fundraisers. I worked closely with the CEO and CFO for the secondary school's marketing and enrollment. I created bus routes within a one mile radius of students homes. Assisted with teacher lesson plans. I worked with several vendors to maintain school supply and demand. Lastly I took most of the foundational principles from the first school and helped implement them into the sister school.

## REFERENCES

**Carissa Antonacci**

United States Air Force

Retired

Ph. 843-330-3567

**Christina Preto**

Health and Wellness

Naples Classical Academy

Ph. 239-449-8773

**Janelle Weigand**

Pool Teacher

Naples Classical Academy

Ph. 239-253-0964