



LEANNE MEEKS

PROFESSIONAL PROFILE

CONTACTS

239-687-6082

Mrs.LMeeks@gmail.com

2780 12th Ave NE

Naples, Florida 34120

EDUCATION

Liberty University Online

Associates Degree Education

Spring 2022

BA: Interdisciplinary Studies

Fall 2024

EXPERTISE

- Professional

Communication

Leadership

Team Building

Photography

Creative Thinking

Client Support

Problem Solving

Researching

SUMMARY

I hold an Associate's Degree in Early Childhood Education and most recently earned a Bachelor's in Interdisciplinary Studies, both from Liberty University. I am a creative thinker with a 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 am eager to further develop my expertise and contribute to building lasting professional relationships.

WORK EXPERIENCE

ASSISTANT GENERAL MANAGER — Headpinz Naples — Feb 2024 to Present

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.

Administrative Assistant — St. Agnes Catholic Church — Oct 2023 — June 2024

Provided administrative support for the Faith Formation program, including managing schedules, maintaining records, and coordinating events. Served as the primary contact for program inquiries, handled registration, tracked attendance, and prepared educational materials. Assisted in volunteer coordination, managed communications, and supported the Director of Faith Formation and clergy with various tasks. On various occasions created digital content for the church bulletin.

SKILLS

TECHNICAL

All Aspects Microsoft Office

VMWare

ProCare

Corel Paint Shop Pro

Revenue Cycle

Cisco Phones

Book Balances

Safety Check In

Dassle

INTERESTS

Family Adventures

Photography

Creating

Reading

Learning

Guiding

Achieving

ACHIEVEMENTS

Various Fundraisers

Cancer Benefit / 2016

Schools / 2013 — 2016

Take a Solider Fishing — 2024

HS DIPLOMA

Gulf Coast High

Naples, Florida — 2005

WORK EXPERIENCE

Kindergarten Teacher — Naples Classical Academy — 2021 to 2023

Hired as a teacher's assistant, 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.

CUSTOMER SERVICE REPRESENTATIVE — NCH Healthcare System
Nov 2019 / Sept 2020

I was responsible for answering and transferring phone calls, collecting payments, offering financial assistance, and explaining patient insurance benefits. Within my first 60 days, I trained a new hire. I also managed additional tasks such as submitting and confirming insurance write-offs, drafting policy emails, mailing patient statements, sorting and distributing incoming mail, and collaborating with senior management to resolve patient financial concerns. Additionally, I was granted access to pull credit reports to assist the financial aid department during high-volume periods.

REFERENCES

Carissa Antonacci

United States Air Force
Retired
Ph. 843-330-3567

Henry Gomez

Florida Highway Patrol
Investigator
Ph. 850-960-6249

Matthew Garcia

Florida Highway Patrol
Ph. 786-619-6934