

LEANNE MEEKS

PROFESSIONAL RESUME

CONTACT

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PROFILE SUMMARY

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.

EDUCATION

2020 - 2024

LIBERTY UNIVERSITY

- AA Early Childhood Education
- BA Interdisciplinary Studies
 - Major in Education
 - Minor in Psychology

SKILLS

- Photography
- Researching
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

VARIOUS FUNDRAISERS

- Cancer Benefit - 2016
- School Fundraisers - 2013-2016
- Take A Solider Fishing - 2024

WORK EXPERIENCE

COLLIER COUNTY TAX COLLECTOR

2024 - PRESENT

Customer Service

Aids in the collection of ad valorem property taxes, Acts as an agent for the Florida Department of Highway Safety and Motor Vehicles. Handles vehicle registrations, title applications, and the issuance of parking permits for individuals with disabilities. Processes registration fees for motorized vessels domiciled in Florida. Provides comprehensive driver license services, including written and road tests, renewals, duplicates, and reinstatements. Assists the public with applications for various services, ensuring compliance with Florida laws and statutes. Utilizes state-specific software programs to process transactions and collect payments accurately. Maintains high levels of accuracy in data entry, document processing, and cashiering. Communicates procedures, regulations, and instructions to customers in both written and verbal formats.

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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WORK EXPERIENCE CONTINUED

St. AGNES CATHOLIC CHURCH

2023 - 2024

Administrative Assistant

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.

NAPLES CLASSICAL ACADEMY

2021 - 2023

IA - Pool Teacher - Kindergarten Teacher

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.

REFERENCES

- **Henry Gomez** - Florida Highway Patrol Investigator
 - Ph. 850-960-6249
 - **Matthew Garcia** - Florida Highway Patrol
 - Ph. 786-619-6934
 - **Jody Spurgeon** - Math Coach at Naples Classical Academy
 - 317-496-0617
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