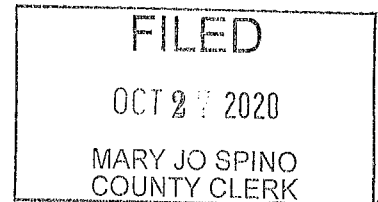




FRANK WHITE, JR.
Jackson County Executive



EXECUTIVE ORDER NO. 20-17

**TO: MEMBERS OF THE LEGISLATURE
CLERK OF THE LEGISLATURE**

**FROM: FRANK WHITE, JR.
COUNTY EXECUTIVE**

DATE: OCTOBER 27, 2020

RE: APPOINTMENT INTERIM DIRECTOR OF RECORDER OF DEEDS

I hereby appoint Anissia Manuleleua as Interim Director of Recorder of Deeds effective October 31, 2020, to serve until the appointment of a permanent Director. A copy of Ms. Manuleleua's resume is attached.

Frank White, Jr., County Executive

Dated: 10/27/2020



ANISSIA MANULELEUA

PROFESSIONAL SUMMARY

Recorder of Deeds Operations Coordinator with twenty plus years of supervisory/management experience. Skilled in leading cross-functional teams while maintaining and complying with Missouri State Statutes. Able to coordinate with internal and external agencies to achieve county/department goals.

SKILLS

- Project Coordinator
- Management and Scheduling
- Associate Training
- Budget Preparation
- Customer Relations
- Historical Research
- Written/Verbal Communication
- Processing Accounts Payable/Receivable

EMPLOYMENT HISTORY

JACKSON COUNTY RECORDER OF DEEDS OFFICE

July 1999-Present

High demand, customer services-oriented recorder's office for Jackson County

OPERATIONS COORDINATOR

Manage and schedule twenty employees within Kansas City, Independence and Record Center

Coordinate with outside vendors in prep for any necessary changes

Customer service for internal and external customers

Trainer/Coordinator First and Second year UMKC School of Law students studying principles of United States property law and land ownership

JAMES B. NUTTER MORTGAGE COMPANY-Kansas City, MO

Feb 1999-June 1999

A high-volume mortgage company servicing fifty states

SHIPPING/RELEASING SPECIALIST-CONVENTIONAL LOANS

Review and prepare release documents to be recorded

HUD package preparation for lenders/mortgage bankers

AARP PHARMACY SERVICES-Kansas City, MO

1989-1998

LEAD PHARMACY TECHNICIAN

Prepare over 400 prescription orders per day for dispensing under supervision of a pharmacist

Train/supervise incoming Pharmacy Technicians

EDUCATION

Park University-Bachelor of Science Degree Business Administration Management

2020

Metropolitan Community College Blue River-Associate Degree Business Management

2019

CERTIFICATION

Notary Public for the State of Missouri

2000-Present

ORGANIZATIONS

Recorders Association of Missouri, Legislative Committee member

2020

AWARDS

Dean's Honor Roll-Park University

2019-2020

Associate of the Month-Jackson County Recorder of Deeds

June 2019