

Melissa L. Singleton

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Education

Albertus Magnus College | New Haven, CT

Kappa Gamma Pi | The National Catholic College Graduate Honor Society

Dean's List

Albertus Magnus College Alumni Association Member

Bachelor of Science in Human Services

May 2021

Overview of Skills

- Teamwork / Collaboration
- Advocate
- Leadership
- Critical Thinking

Problem Solving

Microsoft Office: Word, Excel, Powerpoint

Oral Communication

Written Communication

Work Experience

Unique Mobile Notary Services | New Haven, CT

2015 - Present

Mobile Notary | Notary Loan Signing Agent | Apostille Agent | Fingerprint Technician

- Assist Clients with Notary Services
- Serve as a witness
- Assist Mortgage Companies, Title Companies, & Attorneys with closing, mortgage documents
- Fingerprint Technician
- Complete Apostille documents for clients
- Work independently with Signing Agencies to assist clients with documents
- Work as a Field Inspector & Property Inspector
- Provide convenient Traveling Notary Services to city residents & elderly
- Work independently with employers to complete Employee I9 Forms

Outreach Realty Services | New Haven, CT

2016 - 2019

Real Estate Professional

- Compile the needs of the clients
- Communicate with clients, attorneys, lenders, and all real estate related professionals
- Negotiate contracts with other realtors and attorneys
- Prepare contracts for offers
- Follow up on deadlines
- Arrange appointments
- Evaluate properties
- Protect the interest of all clients
- Setup alert notifications for clients

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Veterans Affair Medical Center | West Haven, CT

1999 - 2020

Medical Support Assistant

- Verified all patient information and demographics
- Process new patient applications and yearly financial forms for enrollment and eligibility
- Register & discharge patients in and out of the Emergency Room
- Communicate with all medical staff in and out of the hospital, as well as family members
- Coordinate admissions, discharges and transfer within and out of the hospital
- Documented and kept a daily log of all activities
- Coordinated, processed and documented deceased patient information. Communicated with pronouncing doctors, funeral homes and family members for arrangements and release
- Conducted & presented orientations and monthly meetings for new patient enrollees

Veterans Affair Medical Center | West Haven, CT

2009 - 2014

Executive Vice President - AFGE Union Local 1674

- Assist Local President in the supervision of overseeing the affairs of the Local and 10 Clinics within Connecticut
- Assure other offices complied with the responsibilities and duties as a Union Officer
- Served as chair and co-chair to multiple committees within the hospital
- Performed duties in the Presidents absence
- Assist in negotiating and implementing contracts policies and procedures to protect employees
- Work with Directors & management officials to resolve issues and concerns
- Advocated for members / employees with making sure employee rights were not violated
- Coordinated & Organized Union meetings
- Presented proposals to protect the rights of all Union members

Veterans Affair Medical Center | West Haven, CT

2007 - 2009

Women Fair Practice Coordinator - AFGE Union Local 1674

- Alleviate the adverse impact on women
- Assure the Agency maintains proper procedures and protocols pertaining to women
- Orchestrated proposals and recommendations to adopt new policies and programs
- Monitored areas within the Agency that showed a lack of protection for women
- Collaborated with the National, District Counsels & other Local Unions to eliminate women concerns
- Provided assistance and counseling to members with concerns

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Presentation

The US Should Pay Reparations to the Descendants of Enslaved People

Founders Day 95th Anniversary | September 25, 2020

Disputation to draw out the main features of the question and engage the audience in discussion of reparations for Black Americans

Community Service

- Volunteered for the Girls Wilbur Cross Basketball Team | Cooked for the Concession
- Volunteered for the Hamden Hurricane Football Team | Cooked for the Concession & Other services
- Spearheaded Petition for Street Corner Name Change to Honor Community Icons
- Supervised Youth Summer Programs for Fearless Leader Academy
- Volunteer for Community Events in Multi-Faceted Positions
- Serving on Community-Oriented Committee to Address Issues of Equality in Housing, Clarification in Zoning Laws
- Spearheaded the First Youth Entrepreneur Pop Up Shop in New Haven, CT