

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

- Leadership
 - Advocate
 - Teamwork / Collaboration
 - Critical Thinking
- Problem Solving
 - Microsoft Office: Word, Excel, Powerpoint
 - Oral Communication
 - Written Communication

Work Experience

Notary Public | New Haven, CT

2016 - Present

Unique Mobile Notary Services | New Haven, CT

2021 - Present

Mobile Notary | Notary Loan Signing Agent | Apostille Agent | Ink Fingerprint Technician | Remote Ink Notarization | Remote Online Notarization Facilitator | Field & Property Inspector

- Day to Day Business Operations
- Completion of all assignments and orders for business
- Client Consultation & appointment scheduling
- Record keeping
- Marketing & Networking
- Document Preparation, Printing, sorting
- Verification of Identify of Signers for: Affidavits, Oaths, & Acknowledgments
- Travel to client business, home or agreed upon location
- Provide notary witness services
- Independent Contractor to Assist Mortgage, Title Companies, & Attorneys with closings, & various real estate documents & personal documents
- Provide Ink Fingerprinting for individuals & employers
- Concierge services and shipping handling nationally & internationally
- Apostille services for authentication of documents needed for international use
- Field inspector & Property inspections
- I9 Employment Verification (Hard Copy & Digital)
- Coordinate, Host & Orchestrate Notary Networking Meet & Greet Events

Outreach Realty Services | New Haven, CT

2016 - 2019

Real Estate Professional

- Compile the housing needs of the clients & evaluate properties
- Communicate with clients, attorneys, lenders, and all real estate related professionals to provide contracts, addendums and all other real estate documents.
- Negotiate contracts with other realtors, attorneys, and investors
- Prepare various contracts, follow up on deadlines. Protect client's privacy and interest.
- Arrange & coordinate appointments and conduct property showings
- Helped families purchase and sell homes

Veterans Affairs 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 Affairs 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 at the main campus as well as the 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
- Organized & Structured training for Union Officers
- Presented proposals to protect the rights of all Union members

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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 National, District Counsels & other Local Unions to eliminate women concerns
- Provided assistance and counseling to members with concerns that affected women directly.

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Presentation

The US Should Pay Reparations to the Descendants of Enslaved People

Albertus Magnus College | New Haven, CT 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

Certifications

- State of Connecticut - Department of Administrative Services - Supplier Diversity Program | Black American Woman Owned Small / Minority Business Enterprise | December 13, 2023 - December 13, 2025
- Certified Black-Owned and Operated Enterprise | U.S. Black Chambers, Inc. | November 7, 2023 - November 7, 2025
- Certificate of Completed: 10 Hour OSHA Outreach Construction Safety Class | Completion: July 7, 2023

Community Service

- Received InspiringHer Award | By Simone Darby - Founder / Owner | October 2023
- Volunteered for the Girls Wilbur Cross Basketball Team | Cooked for the Concession
- Volunteered for Hamden Hurricane Football Team | Cook for the Concession & Other services
- Spearheaded the Street Name Change in Honor of Community, New Haven Icon; Mr Joe Grate
- Supervised Youth Summer Programs for Fearless Leader Academy
- Volunteer for Community Events in Multi-Faceted Positions

- Served on Community-Oriented Committees to Address Issues of Equality in Housing, Clarification in Zoning Laws
- Spearheaded & hosted the First Youth Entrepreneur Pop Up Shop in New Haven, CT (RiRi's Playhouse May 2019)
- Appointed a Commissioner by New Haven Mayor to sit on the Commission of Equal Opportunities for The City of New Haven (May 2022)
- Received a Certificate of Sponsorship for Unique Mobile Notary Services by the Hill Legendary Basketball Committee, Inc. (August 2022)
- Honored with the 2022 Bereavement Care Network , Inc Community Service Award (Sept 2022)
- Hosted & Headlined Notary Meet & Greet Luncheons in New Haven (Oct. 2022 - Mar. 2024)
- Member of People's Collaborative of Dixwell (PCD) Community Organization (2019 -Present)
- Member of Room for All Coalition
- Volunteered for the Community Economic Development Partnership (CEDP Community Organization)
- Speaker at the Black Corner Investments Inc. - Women's Panel Different Styles Of Business (May 2023)

Additional Training

- Women's Business Development Council - Academy for Small Business
Certificate of Completion | Winter 2022
- Connecticut Small Business Development Center - Business Models & Plans Course
Certificate of Completion | July 2022
- ConnCORP and Quinnipiac University Entrepreneurship Academy and Clinic
Certificate of Completion | May 2023
- Connecticut Small Business Development Center | Minority Business Growth Program
Certificate of Small Business Achievement November 2023
- 10 Hour Osha Training / HEDCO Inc. - Outreach Construction Safety Class
Certificate of Completion 10 Hour Osha Training July 2023
- Preeminent Real Estate Services
Certificate of Completion - Real Estate Principles & Practices February 2024

Certification

- US Black Chambers
Certified Black Own and Operated Enterprise Nov. 2023 - Nov. 2025
- State of Connecticut - Department of Administrative Services; Supplier Diversity Program
Certifies Unique Mobile Notary Services As A: Black American Women Owned Small /Minority Business Enterprise
Certified Dec. 2023 - Dec. 2025
- SBA - US Small Business Administration
Pending Certification 8A Certification
Pending Oct. 2023
- SBA - US Small Business Administration | WOSB - WOmEn-Owned Small Business
Pending Certification Pending Oct. 2023