

NASHEEDAH SINGLETON

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EDUCATION:

RUTGERS BUSINESS SCHOOL

MANAGEMENT INFORMATION SYSTEMS

Exp. 27

RUTGERS SCHOOL OF PUBLIC AFFAIRS AND ADMINISTRATION

Newark, NJ

- Executive Master of Public Affairs and Administration
- GPA 4.0

October 2024

RUTGERS, THE STATE UNIVERSITY OF NEW JERSEY

Rutgers Business School - Newark

Newark, NJ

Bachelor of Science, Leadership and Management

May 2022

- Majoring in Leadership and Management
- GPA 2.9

ESSEX COUNTY COLLEGE

Newark, N.J.

Associates in Science

May 2019

- Majored in Business Administration
- 3.0

PROFESSIONAL EXPERIENCE:

INVESTIGATIONS-

CURRENT

The City of Newark, Newark, N.J.

Municipal Court Administrator

October 2022 – 2024

Mon-Fri 9am-5pm

Pro Cops Llc., Newark, N.J.

June 2016 - February 2022

Regional Manager- Procop Security Llc.

- Created policy and procedures for company
- Designed uniform standards for workforce
- Enforced company ethical standards
- Monitored utilization of company's resources
- Solved conflicts between management and workers
- Hired, and recruited employees on various levels

Mon-Fri 9am-5pm

The H.E.L.P. Center, Newark, N.J.

April 2021 - November 2021

Case Manager

- Initiated management objectives
- Addressed homeless community housing issues
- Directed homeless to needed resources for social services
- Facilitated community action initiatives

Mon-Fri 9am-5pm

New Jersey Department of Corrections, Bordentown, N.J.

April 2005 - March 2016

Correctional Police Sergeant

- Promoted to Senior Correctional Officer
- Promoted to Sergeant
- Safely monitored transportation of high security inmates
- Oversaw flow of inmate moves
- Enforced policy and procedures
- Enforced law enforcement objectives

Mon-Fri 9am-5pm

COMMUNITY SERVICE:

- Served as Secretary for The Parent Council at North Star Vailsburg Charter School to gain experience on teamwork, while networking with fellow parents to further an even bigger cause. Practiced and learned importance of parent involvement.

RELEVANT COURSEWORK:

- Management Information Systems
- Business Policy and Strategy
- Business Research Method
- Product Operations Management

SKILLS:

- Project Management: ability to successfully monitor and adapt to different situations simultaneously,
- Technical: Microsoft Word, ATS/ACS, MACS, PCSAM Microsoft Teams, ZOOM, HMIS