

Jalen Singleton

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Education

May 2019 Widener University
 Bachelors of Arts
 Criminal Justice

Professional Experience

Freedom Mortgage Company
Laurel, NJ

Mount

Closing Recovery Specialist

February 2021-March 2022

- Serve as one of the few customer facing departments of the company
- Assist and actively fix problems that would arise within a borrower's refinance process
- Effectively de-escalate frustrated borrowers through communication, goal setting, and execution of proper procedures with other departments of the company to close loans.

Burlington County Special Services School District
NJ

Mount Holly,

Manager of Receiving

July 2020-February 2021

- Oversee the purchasing and receiving of all items coming to the schools
- Manage entirety of warehouse and those who work alongside warehouse operations for the five schools and three campuses of BCSSSD
- Create spreadsheets of inventory and deliveries
- Process Purchase Orders for the Business Administration Office
- Aid in the buildings and grounds staff in various projects around the campus

Dooney's Pub

Delran, NJ

Bartender

August 2019-May 2021

- Mix and serve drinks and food for patrons
- Practice safe and thorough sanitation routines for work environment
- Aid in the takeout systems of the restaurant

Holy Cross Prep Academy

Delran, NJ

Assistant Football Coach

June

2020-December 2020

Upper Darby Community Center/Police Department

Upper

Darby, PA

Intern

January 2019-May 2019

- Interned under Joan Scanlon in her anger management program for convicted citizens
- Appeared at the Brookhaven and Chester Municipal Courthouses weekly

Kildare's Pub

West Chester, PA

Security

February 2019-June 2019

- Worked as frontline security for the establishment
- Carried out event set up for late night transition

Barback

- Stocked the bars
- Small order customer service

Lifeworks Food Pantry

Chester, PA

Volunteer

August 2018-May

2019 Date

- Hosted off-campus house for food drop events

- Acquired donated foods/groceries from commercial stores
- Assisted in stocking the pantry

Skills

- Proficient in Microsoft (Excel, Word, PPT) and Google (Docs, Slides)
- Successful experience in conflict resolution
- Strong work ethics which include being goal-oriented, focused and driven
- Successful at multitasking through various work systems