**INGER “NICOLE” SINGLETARY**

104 Saranac Ridge Drive ♦ Holly Springs, NC 27540 ♦ C: (910) 322-6957 ♦ jesus4grace@gmail.com

**PROFESSIONAL SUMMARY**

* Compassionate criminal justice professional with 23 years of experience in the criminal justice field
* Seventeen years of program management grant writing and grant management experience
* Knowledge of evidence-based practice curriculums centered around substance use and mental health disorders
* Six years of experience with writing contract agreements and ensuring agency compliance
* Twenty-one years of coordination and planning experience

**RELEVANT WORK EXPERIENCE**

**Injury and Drug Prevention Program Consultant 1/2018-present**

**Wake County Raleigh, NC**

* Develop and manage a comprehensive and coordinated plan to prevent opioid and drug related overdoses and reduce risk-taking behaviors in Wake County
* Monitor budget expenditures and contract deliverables
* Coordinate logistics and operations for Wake County Drug Overdose Prevention Coalition and subcommittees
* Lead development of the selection process and contract agreements with agencies providing services for the Wake County Drug Overdose Prevention and Tobacco Use Initiative
* Support tobacco reduction efforts through partnership with contractual agencies
* Provide management and supervision for Recovery Court Supervisor

**Human Services Supervisor I (Recovery Court Administrator) 7/2012 – 5/2018**

**Wake County Raleigh, NC**

* Managed daily functions of Recovery Court programs
* Wrote and manage local and federal grants (Substance Abuse and Mental Health Services Administration (SAMHSA), Bureau of Justice Assistance (BJA), Governor’s Crime Commission (GCC), Alcoholic Beverage Control (ABC)
* Maintained budgets, wrote contracts, maintained policy and memorandum of understandings
* Supervised human services senior case managers and interns
* Participated in weekly Recovery Court participant reviews and court sessions
* Compiled statistical data for monthly, quarterly and annual reports
* Collaborated with partnering agencies
* Trained and educated team members on substance use and mental health disorders and evidence based practices
* Coordinate statewide meetings with other recovery court coordinators and administrators

**Drug Treatment Court Case Coordinator II 6/2010 – 6/2012**

**State of North Carolina (Cumberland County) & Fayetteville Police Department Fayetteville, NC**

* Managed daily functions of Drug Treatment Court
* Wrote and managed local and federal grants (BJA, ABC, Community Development, Governor’s Highway Safety Program)
* Provided management support to the Judge presiding over Drug Treatment Court
* Referred Sobriety and Drug Treatment Court participants to community programs
* Prepared and presented participant progress reports
* Participated in Drug Treatment Court and Sobriety Court staffings and court sessions
* Entered pertinent data in management information system
* Maintained contact with participants through office and court visits
* Compiled statistical data for monthly, quarterly and annual reports
* Screened candidate referrals and maintained participant caseload
* Managed participant caseload
* Assisted with the implementation of Sobriety (Driving While Impaired) Court
* Supervised Sobriety Court Coordinator
* Collaborated with partnering agencies

**Drug Treatment Court Case Coordinator I 6/2006 – 5/2010**

**State of North Carolina (Cumberland County) Fayetteville, NC**

* Oversaw daily functions of Drug Treatment Court
* Wrote and managed local and federal grants (Community Development, ABC)
* Provided management support to the Judge presiding over Drug Treatment Court
* Managed participant caseload
* Prepared and presented participant progress reports
* Entered pertinent data in management information system
* Screened candidate referrals and completed intake interviews
* Collaborated with partnering agencies

**EDUCATION**

**Bachelor of Arts: Criminal Justice/Minor: Sociology 1995**

University of North Carolina Wilmington (UNCW)

**Academy for Strategic Management 2011**

University of North Carolina Wilmington (UNCW)

**ADDITIONAL WORK EXPERIENCE**

**Assistant Director, Cumberland County Day Reporting Center**, Fayetteville, NC 11/1999 – 5/2006

**Human Resources Placement Specialist, Lee County Department of Social Services**, Sanford, NC 11/1998 – 11/1999

**Program Assistant I, Harnett Correctional Institution**, Lillington, NC 1/1998 – 11/1998

**Program Assistant/Correctional Officer, Wilmington Residential Facility for Women**, Wilmington, NC 7/1996 – 12/1997

**PROFESSIONAL AFFILIATIONS & INVOLVEMENT**

* National Association of Drug Court Professionals, member 2012 – present
* Recovery Advocacy Events Planning Committee, member June 2013 – 2015
* Substance Use Disorder Federation, member February 2015 – present
* Drug Overdose Prevention Coalition, member November 2015 – present
* Recovery Initiation and Maintenance Sub Committee, member March 2016 – January 2018
* Community Health Needs Assessment Action Planning Meeting, attendee September 2016 – November 2016
* Wellness Champion, Wake County August 2016-present
* Wake County Human Services Training Academy, graduate June 2014
* Drug Treatment Court Strategic Planning Facilitator 2008-present
* Cumberland County Workforce Development Youth Council, member 2003 – 2011
* Fayetteville Area Sentencing Center, Board Member 2006 – 2011
* Cumberland County Drug Treatment Court Team, member 2004 – 2006
* Criminal Justice Partnership Program Advisory Board, member 2006
* Criminal Justice Partnership Program Division 2 Strategic Team, member 2002 – 2006

**COMMUNITY SERVICE**

* Meals on Wheels, volunteer January 2016 – December 2017
* Caring Connections Ministry Board Member May 2019- Present
* Hope Community Church, volunteer
  + Hospitality August 2010-December 2011
  + Coffee Shop Barista January 2015-Present
* Chihuahua Rescue and Transport, volunteer January 2015 – present
* Oaks of Avent Acres Neighborhood, volunteer June 2013 – June 2014
* Crossroads Church, volunteer 2003 – 2007
  + Teen Ministry & Women's Ministry Team Leader, Praise and Worship Singer, Janitorial Team Volunteer, Nursery Ministry Volunteer, Greeter Volunteer