

Lisa K. Singleton

3001 Choctaw Drive, Commerce, Texas 75428

Home - (903) 886-7711 or Cell (903) 461-2322

Objective To work with organizations whose leaders are committed to integrity and performance excellence.

Education Master of Science Degree in Management, Texas A&M University—Commerce **December 2008**
Bachelor of Science Degree in Elementary Education (Interdisciplinary Studies) **May 2004**
Texas A&M University—Commerce -- Teacher Certification: EC-4 Generalist

Summary of Qualifications and Skills

- Excellent interpersonal, written and verbal communication, presentation and analytical skills.
- Highly motivated to reach performance goals related to ethics, security, safety, quality and speed.
- Consistently meet deadlines utilizing strong organization and planning abilities.
- Computer capabilities - IBM and/or compatible and Macintosh. Software used includes: Word, Excel, PowerPoint, Visio Technical, Grade Book, Quark Express, Panorama Database, Meeting Maker and Electronic Mail.
- Keyboarding 85 wpm, 10-key calculator by touch, copy machine, fax machine, laminating machine, die cuts.

Honors, Activities, and 2008-2010 Publications

- Magna Cum Laude, President's List, and Dean's List – Texas A&M University – Commerce
- Alpha Zeta Chi Chapter of Alpha Sigma Lambda National Honor Society - Texas A&M University – Commerce
- Publications in scholarly journals (Two research awards for outstanding articles)
 - The 4R's Model for Nurturing Creative Talent, **International Journal of Business and Public Administration**, 7(1), Summer, 2010, Pages 27-39.
 - Workplace Fun and Its Correlates: A Conceptual Inquiry, **International Journal of Management**, 27(2), August, 2010, Pages 294-302.
 - Teaming as a Strategic and Tactical Tool: An Analysis with Recommendations, **International Journal of Management**, 6(2), August, 2009, Pages 320-333.
 - Challenges Facing Change Management Theories and Research, **The Delhi Business Review** 9(1), January, 2008, Pages 1-10.
- Research in Progress – Leadership, Strategic Management, and Change Management

Work Experience

Adjunct Faculty Member – Texas A&M University-Commerce – Marketing and Management Dept. **01/2111 - Present**
Consultant and Manager – Golden Pryor Training and Consulting **01/2009 – Present**
Graduate Assistant – Texas A&M University Commerce – College of Business & Technology **08/2008 – 12/2008**
Teaching (first through fifth grade), student teaching, and paraprofessional – Commerce ISD,
Cumby ISD, Phoenix Charter School, Allen ISD **07/1997 – 06/2008**
Audio, Book, and Video Sales Representative, The Lyons Group/Lyric Studios - Richardson, Texas **10/1995 – 07/1997**
(Barney, Wishbone, Joe Scruggs)
Merchandise Support, JCPenney Corporate Office – Plano, Texas **04/1994 – 10/1995**
Assistant to the President, Genstar - Carrollton, Texas **07/1992 – 04/1994**
Business Analyst & Administrative Support (Manufacturing & Finance), Rockwall International
(Alcatel) – Richardson, Texas **05/1984 – 07/1992**

Professional Development, Training, Seminars & Conferences

International Association of Business and Public Administration Disciplines Conferences (04/08 and 04/09), C.H.A.M.P.S. Training (10/07), Six Trait Writing Workshop (12 hours credit – 3/07), District Support with Curriculum Units (2 hours credit – 10/25/06), Technology Integration in K-8 ELA and Social Studies (5 hours credit – 10/5/06), TAKS Intervention Strategies for Fifth Grade (5 hours credit – 3/8/06), Region VIII New Teacher Workshop (17 hours credit – 8/2-4/05), Gifted Education Staff Development, Region 10 Service Center (6 hours credit – 3/30/05), TPRI Professional Staff Development, Region 10 (6 hours credit – 8/04), Reading Academy, Region 10 Service Center (21 hours Credit – 7/21-23/04), The Education Center & Mail Box's Centered on Success for First Grade (3 hours – 6/15/04), National Council of Teachers of Mathematics Conference (4/9-12/03), 4 Square Writing Seminar (8/03), Love and Logic Classroom Management Seminar (9 hours credit – 3 hours each time – 10/03, 2/04, 2/05).