

CURRICULUM VITA

EVA T. SINGLETON, DBA, MSPM, PMP

The School of Engineering, The Citadel Military College
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Education

DBA	Walden University, Minneapolis, MN Doctor Business Administration	December 2022
MSPM	The Citadel Graduate College, Charleston, SC Educational Leadership	May 2018
CERT	The Citadel Graduate College, Charleston, SC Organizational Leadership Certificate	May 2018
CERT	The Citadel Graduate College, Charleston SC Technical Project Management Certificate	December 2017
B.A.	Strayer University, North Charleston, SC Business Administration	September 2009
A.B.	Trident Technical College, North Charleston, SC Associate Business	August 2007

Certification

Project Management Professional, Project Management Institute, PMP 2160438, Expiration: 2027

Continuing Education Units

4 CEU	Stanford University, Stanford, CA Introduction to Machine Learning – Part II	FA 2023
4 CEU	Stanford University, Stanford, CA Introduction to Machine Learning – Part I	SU 2023

Appointments

2023- Current Assistant Professor, Engineering Leadership and Program Management, The Citadel School of Engineering, Charleston, SC
Teach undergraduate and graduate project management and leadership courses.

Other Professional Experience

2021-2023 Strategic Director of 220 Publishing, Chicago, IL (Remote, Part-time)
Created and executed strategies to drive growth and profitability for 220 Publishing and its subsidiary, Wine Crawl.

2022-2022 Project Manager, McGraw Hill Education, New York, NY (Remote)
Project manager for the new 6-12 ELA national program.

- 2020-Present** *Owner, Your Business Depot, LLC, Summerville, SC (Part-time)*
 Help small business owners meet strategic objectives using project management competencies, tools, and techniques.
- 2018-2022** *Senior Project Manager, Advanced Technology International, Summerville, SC (Hybrid)*
 Planned, executed, and managed all facets of program and project management, including proposal management, solicitation, and award coordination. Execute OTA and FAR government contracts through collaboration with domestic and international stakeholders to drive cohesive workflow in accordance with established scope and requirements.
- 2017- 2018** *Project Manager, Robert Bosch, North Charleston, SC (Contractor)*
 Monitored and controlled an internal construction project to install a new fuel injector production line while monitoring the KPIs and evaluated metrics for the existing product line to identify areas needing improvement.
- 2017-2018** *Office Manager/Team Administrator, Equifax, Daniel Island, SC (Contractor)*
 Managed office operations, including procurement, purchase orders, office planning, process management. Maintained detailed documents and internal database to support internal team tasks. Voluntarily created a SOP manual for my role upon departure.
- 2016-2017** *Customer Service Rep, Credit Adjustment Bureau, North Charleston, SC*
 Managed Office of Personnel Management (OPM) credit monitoring accounts for federal government employees, contractors, and others to insure credit protection after the government cyber security breach. Interfaced with customers and provided high-quality care through inquiry response, issue resolution, and customized strategic planning. Initiated identity theft processes with external credit bureaus.
- 2012-2016** *Co-Owner /Project Manager, King's Kettle Corn, Clarksville, TN*
 Co-owned and operated a popcorn concession, managing business planning, network management, procurement, event coordination, business development and retention, product management, cost management, resource allocation, packaging, invoicing, human resources, and marketing.
- 2008-2010** *Accounts Receivables Associate II, Pathology Services Associates, North Charleston, SC*
 Invoiced health insurance companies and patients on behalf of pathology offices/clients to receive payment for services rendered and monitored the processing of invoices for monthly, quarterly, and annual reporting.
- 2007-2008** *Customer Service Rep, Credit Adjustment Bureau, North Charleston, SC*
 Consulted Roper St. Francis patients regarding their medical bills and payment arrangements to satisfy account balances for several Roper St. Francis medical treatment facilities.

Awards and Recognitions

Charleston Metro Chamber Leadership Discovery Graduate, 2020

Total Team Player Award Recipient, Advanced Technology International, 2019

Service

University Service

School of Engineering (SOE) Diversity and Inclusion Committee Member
School of Engineering (SOE) Steering Committee Member
SOE Engineering Leadership & Project Management Advisory Committee Member
The Citadel Undergraduate Curriculum Committee, Member

Service to Students

2023 South Carolina Junior Academy of Sciences Workshop Facilitator
2023 Leadership Day Freshman Reflection Leader
2023 Commencement Volunteer

Professional Organizational Memberships

2023-Present The National Society of Leadership and Success
2023-Present National Society of Black Engineers (NSBE)
2023-Present American Society of Engineering Education (ASEE)
2023-Present Kern Entrepreneurial Engineering Network (KEEN)
2022-Present Delta Mu Delta International Honors Society
2018-Present Phi Kappa Phi Honors Society
2017-Present Project Management Institute (PMI)

Community Volunteerism

2024-Present Project Management Institute (PMI) Charleston – VP of Special Events
2024-Present Project Management Institute (PMI), Charleston Chapter Mentor
2024-Present National Society of Black Engineers (NSBE), Charleston Board Member, Secretary
2023-2023 Project Management Institute (PMI), Charleston Chapter 2023 Scholarship Committee
2022-2023 Saxony Lake HOA Board Member, Secretary
2022-2023 YMCA Cane Bay Coach
2021-2022 Saxony Lake Social Committee Member

Public Service

South Carolina Notary, Expiration 2029

Teaching Overview

Courses Taught

Fall 2023 PMGT 650 Technical Project Management Overview, Instructor, The Citadel
Fall 2023 PMGT 651 Technical Project Management, Instructor, The Citadel
Fall 2023 PMGT 671 Project Management Leadership Development, Instructor, The Citadel
Summer 2023 PMGT 672 Applied Leadership Concepts, Instructor, The Citadel
Spring 2023 PMGT 401 Project Management Career Skills, Instructor, The Citadel
Spring 2023 PMGT 651 Technical Project Management, Instructor, The Citadel
Spring 2023 PMGT 671 Project Management Leadership Development, Instructor, The Citadel

Publications

Scholarly Publications

Singleton, E. (2022). Strategies to reduce entrepreneurial burnout. (Publication No. 2022. 29997445) [Doctoral dissertation, Walden University]. ProQuest Dissertations and Theses database.

Peer-Reviewed Submitted Papers

Greenburg, D., Davis, J., Richter, J., & Singleton, E. (2024). Developing a Quantitative Methods Course for Civil and Construction Engineering Students. Accepted for presentation at ASEE SE Conference 2024.

Singleton, E. (2024). *Project Management Principles for Engineers Course Module*. Accepted for presentation at ASEE SE Conference 2024.

Singleton, E., & Ragan, D. 2023. "Making Project Solutions for Customers Using Design Thinking". Engineering Unleashed. Saturday, December 30, 2023.
<https://engineeringunleashed.com/card/3889>

Vesali, N., Greenburg, D., Batouli, M., Singleton, E., & Williams, A. (2024). Artificial Intelligence and Machine Learning Applications in Engineering Project Management: Developing A Course Module. Accepted for presentation at ASEE SE Conference 2024.

Presentations

Singleton, E. & Ragan, D. (2023). *Solutions via design thinking*. (Workshop presentation). South Carolina Junior Academy of Sciences, Charleston, SC.