

# Rebecca Thomas

## Contact

Albany, New York  
518-390-2261  
BeccaLynThomas@gmail.com

## Licenses

New York State Notary Public

## Education

### Professional Certification (PC-HRM)

Human Resource Management  
University of Minnesota  
Carlson School of Management

### Master of Arts (MAEd)

Early Childhood Special Education  
Gallaudet University, Washington, DC

### Bachelor of General Studies (BGS)

General Studies  
University of Connecticut, Storrs, CT

## Technical Skills

Windows 10, MAC OSX, 4.8 MAC OS X 10.6, Microsoft Office 365, Microsoft Office 2000, Microsoft Office XP, iWork Productivity Suite, Google Office Suite, Internet Explorer, Google Chrome, ADP, Bamboo, Zenefits, Workday, Paychex, BizWiz, FileHive, Sharepoint, iSolve, Constant Contact, Legalserver, Eventbrite, Ease, QuickBooks, Adobe Suite, Fotor, Enlight, Snapseed, Prisma, Zoom, WebEx, Skype, Facetime, Teams, GoToMeeting

## Professional Memberships

Society for Human Resources Mgmt.  
Association of Legal Administrators

## Language Proficiency

American Sign Language (ASL)

## Professional Testimonial

*"Rebecca is the exemplary Human Resource employee: visionary, strategic and proactive. She is the first person I think of when I want to increase my HR team's effectiveness. Her willingness to put in so much extra time and effort to help advance the field of Human Resources is a true inspiration. Rebecca's work-ethic and high standards are contagious."*

Tom Robertson, PHR, Vice President, Human Resources at AMS

## Experience

**Human Resources Manager**, Legal Aid Society of Northeastern NY 2021 - Present

**Director of Human Resources & Recruiting**, ADK Basement Systems 2018

**Office Manager**, Muddaddy Flats 2017-2018

**Director of Operations**, Tidy Thyme 2017

**Office Manager**, AMS Security Plus 2016-2017

**Director of Operations & Administration**, The Rusty Rooster, 2010-2016

## Professional Skills

**Human Resources:** Administered compensation and benefit plans with both unionized and non-unionized organizations. Conducted employee onboarding and help organized training & development initiatives. Promoted HR programs to create an efficient and conflict-free workplace. Assisted in development and implementation of HR policies. Managed tasks around performance management. Gathered and analyzed data with useful HR metrics. Maintained employee files/records in electronic and paper form. Enhanced job satisfaction by resolving issues promptly, applying perks and benefits and organizing team building activities. Ensured compliance with labor laws and regulations. Implemented new hire and employee recognition programs.

**Recruiting:** Assisted in building and reporting on quarterly and annual hiring plans. Created and published job ads in various portals. Networked with potential hires through professional groups on social media and during hiring events. Screened resumes and job applications. Conducted initial phone and email screens to create shortlists of qualified candidates. Interviewed candidates in-person for a wide range of roles (labor, junior, senior and executive). Tracked hiring metrics including time-to-hire, time-to-fill and source of hire. Hosted and participated in job fairs. Follow up with candidates throughout the hiring process. Maintained a database of potential candidates for future job openings.