

# CORNELIUS LEON THOMAS, MBA, PH.D

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## EDUCATION

- 2015      **Capella University**  
PhD. in Organizational Management/ Concentration in Human Resource Management  
*Dissertation title: "21<sup>st</sup> Century Human Resources Executive Perceptions on formal Education, Organizational Development, and Professional Self-Development"*  
*Advisor: Theresa Pavone*
- 2000      **Alabama A&M University, Huntsville, AL.**  
MBA  
Concentration- Human Resource Management
- 1996      **Oakwood University**  
BA- Organizational Management  
*Thesis: " Motivation and Productivity/ A quantitative study on the affects motivation has on an individual's productivity"*  
*Advisor: Rose Yates*
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## SUMMARY OF PROFESSIONAL EFFECTIVENESS

Innovative and results-oriented management professional with several years progressive experience in single and multi-location environments. Experienced facilitator of college level business courses. Facilitated both traditional and on-line courses. Proactive in monitoring policies and practices that promote a safe learning environment and ensures a school's culture that encourages improvements for teachers and students. Establishes a level of open communication between managers and employees. Effective in building and leading teams to deliver exceptional service levels and operational performance. Swiftly identifies opportunities and creates and implements actions that positively affect the bottom line. I am enthusiastically prepared to contribute my knowledge and experience to maximize an organizations productivity. Key strengths include:

- Performance Management
- Training & Development
- Employee Relations
- On-line instruction
- Leadership Development
- Classroom Facilitation
- Conflict Resolution
- Talent Management
- Coaching & Mentoring
- Mediation

## OVERVIEW OF KEY COMPETENCIES

- Facilitated both on-line and traditional college level business courses.
- Reviewed the schools program activities and implemented new procedures and systems to improve efficiency and effectiveness of the job for better utilization of buildings, services, and staff.
- Established a collaborative partnership with key corporate personnel to ensure compliance, positive outcomes, strong campus operations, and a healthy and positive working environment for staff, faculty and students within assigned campuses.
- Ensured facilities within the assigned district are compliant by following standards from State and Federal governments and company policies and procedures.
- Leader and mentor to facility managers and staff.
- Effectively managed and directed a staff of 30-35 personnel including principal, teachers, dormitory staff, support staff, case management, food service, security, maintenance and health. Reviewed the facilities performance management process and monitored budgetary compliance for expenditures, equipment, supplies and salaries.
- Served as Chair for the school in preparation for state accreditation which resulted in the facility receiving a 97% efficiency rating. In addition, served as member of prep committee for national accreditation, which we received a 96% rating.
- Evaluated problem Youth Services facilities within our organization, and issued written recommendation on how the facilities could improve processes and efficiencies.
- Conducted an in depth research study on Pine Forge Academy's faculty and staff, and devised recommendations on how to improve the faculty and staff's motivation and productivity.
- Lead district wide training initiatives and improved employee relations. These efforts have resulted in our district establishing the highest employee relations scores in the region.
- District Captain for Human Resources – Implemented leadership training, coached, developed, and led fellow HR Professionals, covering eleven facilities and three States. Directly involved in identifying, testing and interviewing the salary managers within the District. Developed, staffed and oversees the district training center.
- Optimized retention, productivity and motivation, through effective use of employee recognition, training and employee relations. Improved and enhanced employee morale, which resulted in the lowest turnover within the district.
- Worked with facility managers to minimize staff turnover and assists with decision-making regarding facility HR and hiring needs

## **ASSISTANT PROFESSOR**

**2019 - Present**

### **Oakwood University**

Coordinator of the Oakwood University Human Resources Management Program. College Professor offering a wealth of talent in the development and implementation of educational technology tools and applications in the classroom. In-depth knowledge of Human Resources Management; adept in creative teaching strategies that fully engage students in the learning process. Provides stimulating, innovative, and challenging instruction which develops students critical thinking, analytical and higher level thinking skills. Students learn to apply concepts and theories to everyday situations. Incorporates into my teaching a wide variety of teaching methods which includes lectures, group discussions, simulations and student presentations.

## **ADJUNCT PROFESSOR**

**2015 - 2019**

### **Oakwood University**

Provides stimulating, innovative, and challenging instruction which develops students critical thinking, analytical and higher level thinking skills. Students learn to apply concepts and theories to everyday situations. Incorporates into my teaching a wide variety of teaching methods which includes lectures, group discussions, simulations and student presentations. Classes taught:

- Human Resource Management courses in classroom and on-line
- Management courses in classroom and on-line
- Introduction to Research Methods in classroom and on-line

## **CO-OWNER/SR. MANAGER**

**2000 - Present**

### **Crystal Clear Designs**

Oversees and coordinates all real estate management, maintenance, development, and construction activities associated with the business overall projects. Responsible for securing financing, payroll and interviewing, selecting and supervising subcontractors. Identifies potential tenants, evaluates need, and shows space as appropriate. Schedules and coordinates meetings with city inspectors and HUD personnel.

- Highly skilled in organizing resources and establishing priorities.
- Responsible for all Human resources activities, training, hiring, employee relations and payroll
- Established track record in improving return on invested capital.
- Ability to communicate effectively, both orally and in writing.
- Excellent project planning skills. Strong interpersonal and communication skills and the ability to work effectively with a range of contractors, financial institutions and employees
- Ability to develop bid specifications and evaluate bids from contractors.
- Excellent ability to develop and maintain recordkeeping systems and procedures.
- Knowledge of contract documents and specifications.

## **DISTRICT HUMAN RESOURCE MANAGER, Associate Development**      **2008 – 2010**

### **The Home Depot, North AL / TN**

Performed HR duties and executed HR initiatives in the areas of organizational effectiveness, staffing, training, performance management and associate relations for a district containing over 900 employees and eight facilities combining for over \$200 million in sales. Partners and consult with management on HR best practices and policies.

- Reduced employee turnover by more than 12%.
- Improved districts on-boarding process which resulted in employees becoming more productive within their first 90 days of service.
- Counseled staff on strategies to improve staffing levels.
- Lead district wide training initiatives and improved employee relations. These efforts have resulted in our district establishing the highest employee relations scores in the region.

- Supervised the districts succession planning process which resulted in a high number of hourly associates being promoted to salary managers and assistant manager to store managers.
- Advised managers throughout the district and answered questions related to employee relations and HR procedures.

**HUMAN RESOURCE MANAGER, Huntsville, AL**

**2000 – 2008**

**The Home Depot, North AL / TN**

Directed the HR activities for a facility with over 130 employees, and boosting sales of over \$37 million annually. Conducted and coordinated training; plans and assigned work; managed the employee performance appraisals system. Established an employee relations system which rewarded and disciplined employees; and handled complaints; mediated disputes; settled grievances and implemented resolutions to problems. Managed the FMLA process, workers compensation and unemployment.

- District Captain for Human Resources – Implemented leadership training, coached, developed, and led fellow HR Professionals, covering eleven facilities and three States. Directly involved in identifying, testing and interviewing the salary managers within the District. Developed, staffed and oversees the district training center.
- Ensured store Management including associates in a supervisory capacity is trained in Federal, State and Local employment laws.
- Optimized retention, productivity and motivation, through effective use of employee recognition, training and employee relations. Improved and enhanced employee morale, which resulted in the lowest turnover within the district.
- Assisted in the monitoring of associates, FMLA and personal leaves.
- Responsible for all areas of the facilities recruitment and staffing levels.
- Effectively manages the stores payroll including average and effective wages, new hire start rates, promotions and yearly increases.
- Ensure proper administration of benefits information including healthcare, 401 and Employee stock purchase.

**JOB TRAINING COORDINATOR**

**New Futrues, Huntsville, AL**

**1999 – 2000**

Provided job placement, job training, and life enrichment classes, coordinated and supervised the New Futures, Job Training Program in providing Adult Education and Life Skills Training. Recruited, screened and interviewed prospective students, and determined their level of placement in program. Established and maintained working relationships with businesses and coordinated student’s job placement.

**PROGRAM DIRECTOR**

**Three Springs Of Madison, Madison, AL**

**1996 – 1999**

Program Director for a nationally recognized leader in youth services; which provides therapy and education to adolescents experiencing emotional, behavioral and learning problems. Managed and directed the daily program activities of the facility. Coordinates the hiring, training, disciplining, and termination of employees. Investigated complaints, mediated disputes and oversaw employee development. Directed and reviewed the facilities performance management process.

- Effectively managed and directed a staff of 30-35 personnel including principal, teachers, dormitory staff, support staff, case management, food service, security, maintenance and health. Reviewed the facilities performance management process and monitored budgetary compliance for expenditures, equipment, supplies and salaries.
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- Served as Chair for the school in preparation for state accreditation which resulted in the facility receiving a 97% efficiency rating. In addition, served as member of prep committee for national accreditation, which we received a 96% rating.
- Evaluated problem Youth Services facilities within our organization, and issued written recommendation on how the facilities could improve processes and efficiencies.

- Monitored budgetary compliance for expenditures, equipment, supplies and salaries. Reviewed program activities and implemented new procedures and systems to improve efficiency and effectiveness of the job for better utilization of buildings, services, and staff.
- Evaluated problem facilities and gave recommendations for improvement, which resulted in an increase in the facilities motivation and productivity.
- Conducted workshops and training for other facility leaders and supervisors.

**CHILD CARE WORKER**

**Harris Home For Children, Huntsville, AL** **1992 -1994**  
 Managed, supervised and directed the daily activities of juvenile boys in a group home setting.

**ASSISTANT DEAN OF MEN**

**Pine Forge Academy, Pine Forge , PA** **1983 -1992**  
 Assistant Dean of Men for a co-educational Boarding School serving grades 9-12. Supervised and managed the dorm facilities to ensure a safe and secure living environment. Planned, developed and coordinated, academic, social and enrichment programs for the dorm residents.

**TEACHING EXPERIENCE**

**ASSISTANT PROFESSOR** **2019 - Present**

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**PROGRAM COURSE DEVELOPMENT**

**Oakwood University** **Personnel Management** **2016**

## **CERTIFICATIONS/ENDORSEMENTS**

- ◆ Senior Professional for Human Resource Management (SPHR)
- ◆ Better Business Bureau Certification in Mediation and Conflict Resolution
- ◆ Andrews University Residence Hall Dean's Certification
- ◆ Pennsylvania Certified Drives Education Instructor
- ◆ Certified CPR & First Aid Instructor
- ◆ Certified On-line Instructor

## **PRESENTATIONS/WORKSHOPS**

- 2018 Job training workshop for Huntsville Community
- 2013-18 Hosted Job fairs for Pine Forge Academy Students
- 2009-10 Provided coaching on the new proposed EFCA regulations
- 2005-10 Provided a five day leadership training seminar for new supervisors
- 2005-10 Developed and conducted Motivation and Productivity Workshops
- 2008-10 Conducted Employee relations training for supervisors and Department Heads
- 2009 Conducted Interview Readiness seminar for Huntsville Housing Authority, Huntsville, Alabama
- 2008 Conducted Sexual Harassment training for HR students at Alabama A&M University, Huntsville, Alabama
- 1996 Conducted an in depth research study on Pine Forge Academy's faculty and staff, and devised recommendations on how to improve the faculty and staff's motivation and productivity.

## **PERSONAL DEVELOPMENT**

- 2019 Institutional Effectiveness training for Oakwood University
- 2019 Completed on-line teaching certification
- 2015-2019 Stewardship Director First SDA Church
- 2015-18 President of the National Pine Forge Academy Alumni Association
- 2018 Establishing a Student Human Resource Chapter at your University (NASHRM)
- 2017 Member of Human Resource Committee at First SDA Church
- 2015 Leadership in Human Resource Management (NASHRM)
- 2005-15 President of the Huntsville Chapter - Pine Forge Academy Alumni Association
- 2014 Surveyed and interviewed 20 Human Resource Management Executives for research
- 2010 Attended Workshop- New Initiatives for the Human Resource Professional, Birmingham, Alabama
- 2010 Regional Human Resource Managers Conference, Memphis, Tennessee
- 2009 Human Resources and Legal Compliance, Birmingham, Alabama
- 2009 Corporate Training and Development Workshop, Atlanta, Georgia
- 2008 ADA Compliance Seminar, Huntsville, Alabama
- 2000 Mediation and Conflict Resolution Strategies, Jones School of Law, Montgomery, Alabama
- 1997 The Effective Supervisor, Lehr, Middlebrooks, Prior & Proctor P.C., Birmingham, Alabama
- 1991 Residence Hall Dean's Workshop, Andrews University, Berrien Springs, Michigan

## **PROFESSIONAL MEMBERSHIPS**

- Society for Human Resource Managers (SHRM)
- North Alabama Society for Human Resource Managers (NASHRM)
- Toast Masters