

Rebecca Baum

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Professional Experience

STRATFORD BOROUGH MUNICIPAL COURT--Stratford, New Jersey

Certified Municipal Court Administrator, November 2019-February 2022

- Responsible for case management of all traffic and criminal violations from inception to resolution
- Determined probable cause for police warrant issuance and issuance of citizen complaints
- Daily and monthly reconciliations of general and bail accounts and disbursement of funds
- Monitored record retention and destruction per state mandates
- Facilitated all court sessions, including creating and managing fully remote sessions during COVID-19
- Processed large-scale expungements in the wake of NJ's criminal justice reform initiatives

LUMBERTON TOWNSHIP MUNICIPAL COURT--Lumberton, New Jersey

Certified Municipal Court Administrator, July 2018-November 2019

- Supervised and trained employees as Department Head
- Scheduled and facilitated all court sessions alongside presiding judge
- Purchased supplies and completed requisitions
- Managed caseload for all criminal and traffic violations

PEMBERTON TOWNSHIP MUNICIPAL COURT--Pemberton, New Jersey

Violations Bureau Clerk, August 2015-July 2018

- General customer service, including answering calls and taking payments
- Assist Judge with court sessions, including preparing and managing court calendar
- Assist Court Administrator as necessary with various tasks
- Sound recording and transcription of court sessions

TOWNSHIP OF PEMBERTON--Pemberton, New Jersey

Administrative Office/HR and Certified Municipal Registrar, June 2013-August 2015

- Processed worker's compensation claims
- Entered employee schedules and processed payroll
- Generated birth certificates, marriage licenses, death certificates
- Filed and maintained vital records

BROWNS MILLS HARDWARE AND RENTAL/FOSS SUPPLY, LLC--Browns Mills, New Jersey

Shift Manager, May 2008-June 2017

- Supervised and set tasks for other employees as well as handled day-to-day employee concerns
- Handled the daily bookkeeping and banking of the store, including billing and receiving accounts
- Offered friendly service, knowledgeable advice, and problem-solving solutions for customers
- Coordinated rental contracts and dealt with vendors to ensure product quality and availability
- Hired and trained new employees

Education

PRINCIPLES OF MUNICIPAL COURT ADMINISTRATION--Judiciary, State of New Jersey

Certified as Municipal Court Administrator, May 2018

- Completed all levels of instruction mandated by the Administrative Office of the Courts
- Passed statewide oral and written certification exams and completed practicum project

THE COLLEGE OF NEW JERSEY--Ewing, New Jersey

Bachelor of Arts, English Literature, May 2011