

REBECCA SORRELS



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Skills

- o Talent Development
- o Team Collaboration
- o Program Management
- o Recruiting
- o Microsoft Office Suite
- o Database Management
- o Leadership Consulting
- o Training Material Development
- o Continuous Improvement
- o HR Analytics
- o Innovation
- o Mentoring

Education

Oral Roberts University
Bachelor of Science, Business Management

Fall 2009 - Spring 2013

Experience

Black & Veatch - Sr. Human Resources Analyst

Winter 2016-Current

- o Managed on-boarding and termination processes/programs for North Americas Water business line
- o Developed, implemented, and managed North American supervisor mentoring program
- o Analyzed Global Water Business line Human Resources data and consulted with leadership based on data trends
- o Utilized Lean and Business Excellence concepts to create and implement global cross training program
- o Member of the Young Professional Employee Resource Group Leadership team focused on career development opportunities and representation with Executive Leadership Team

HR-Haven – Human Resources Generalist

Summer 2014- Winter 2016

- o Managed a high volume of high priority tasks including regular Human Resources functions such as, training, investigations, on-boarding new hires and recruiting
- o Researched and implemented a new applicant tracking system
- o Developed and implemented performance review systems resulting in informed and happy clients
- o Created training material and implemented new on-boarding system for clients
- o Performed regular updates and database management for client payroll and HRIS needs
- o Consulted with management to identify learning opportunities

Goodwill Industries of Tulsa – Recruiter/ HR Representative

Spring 2013- Summer 2014

- o Implemented effective updates in human resources processes through utilization of strong interpersonal skills and team building techniques
- o Developed training material and sought out new learning opportunities for the organization
- o Recruited key talent while helping transform the hiring process
- o Consulted with the management team to address and solve turnover by creating sustainable practices
- o Counseled employees and developed managers to created successful and empowered teams
- o Built rapport and consulted with management to develop stronger teams through out the organization

T.D. Williamson – Talent Development Intern

Spring 2012- Spring 2013

- o Acquired a deep understanding of the functions of a corporate level talent and development team
- o Refined organizational skills by assisting to launch the Engineering Development Program
- o Learned the basics of creating training materials
- o Built effective skills in project planning while assisting in the implementation of strategic processes

Oral Roberts Business Missions Leadership

- o Traveled to Peru, Costa Rica and El Salvador as a business consultant
- o Managed all aspects of the trips, including travel, agendas, finances, and contact relations
- o Hosted seminars to educate small business owners on business principles and better practices
- o Worked as a team to develop successful business plans for a local non-profit