

# Carla Michelle Worrell

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## CORE KNOWLEDGE AND SKILLS

An organizational development professional with knowledge and experience in human resources management, organizational development, learning & development, change management, and administrative tasks. Hands-on experience coordinating multiple training events in a corporate setting.

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## SPECIALIZATIONS

Assessing performance	Onboarding	Group facilitation	Recruitment
Employee Navigator	ThinkHR	Qualtrics	HRIS
PowerPoint	Outlook	Excel	Word
Articulate	SPSS	4MAT	64 WPM

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## EDUCATION

**Master's Degree in Organizational Psychology** **2019**

Alliant International University, Alhambra, CA

**Bachelor's Degree in Psychology** **2014**

California State University-Dominguez Hills, Carson, CA

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## PROFESSIONAL EXPERIENCE

**Human Resources Assistant** - Autism Behavior Consultants, Torrance, CA

12/2018 – Current

- Provide a full range of Human Resources support including recruitment, interviewing, placement, onboarding, wage administration, and employee benefits
- Create new hire packets and official personnel folders and file employee files, 1-9 forms, and medical files
- Assist HR manager with processing EED and aiding employees with FMLA/CFRA requests
- Utilize HRIS to store and track onboarding process, HR analytics, benefits, licensing, and other employee information as well as resolve technical problems and offer support to employees
- Use Excel spreadsheets to log training, attendance, disciplinary actions, and turnover rate
- Evaluate selection procedures and make recommendations to increase hiring qualified applicants and reduce employee turnover
- Conduct exit interviews and process terminations
- Communicate benefits, employee recognition, and company social events to employees
- Partner with leadership to provide solutions for employee-related challenges like attendance, performance issues, safety, and hour and wage issues
- Facilitate engaging onboarding experience through including introducing new hires to company culture, expectations, benefits, legally mandated leave, and policies & procedures

**Research Intern** – Clutter Inc., Culver City, CA

09/2018-12/2018

- Assisted with researching the following topics and benchmarked best practices
- Organizations that effectively integrated talent management functions
- Provided solutions for recruiting

**Learning Coordinator** - Clutter Inc., Culver City, CA

08/2018 - 09/2018

- Designed learning courses that aligned with Clutter's strategic goals and direction enabling growth and development of employees
- Evaluated the effectiveness and efficiency of learning solutions
- Proactively planned the learning schedule to allow for availability of both facilities and trainers, as well as ease of participation by the target audience
- Maintained accurate records of learning programs, including attendance, completion and evaluation metrics in designated systems
- Marketed available training to employees and provide necessary information about sessions
- Responded in a friendly and service-oriented manner to learning inquiries and support requests within one business day
- Efficiently coordinated learning events in three off-site locations, including all logistical details
- Used known education principles and stay up to date on new training methods and techniques

**Direct Support Professional & Job Coach** - PathPoint, Long Beach, CA

12/2010 – 08/2012

- Conducted task analysis to determine job components and KSA's needed for internship positions with Project SEARCH
- Developed standard time values by observing tasks and completing time studies
- Provided feedback to increase productivity and encourage positive work behavior
- Identified interns' soft and hard skills to increase interns' competencies
- Provided job retention service by targeting behavior and problematic work conditions
- Collaborated with clients of the organization to develop employment plans
- Assisted in implementing an individualized plan for coaching participants to be more independent
- Assessed the strengths of each person individuals and teach them to use them effectively
- Provided coaching ineffective job search techniques

**Senior Community Support Companion** - Institute for Applied Behavior Analysis, L.A., CA

08/2006 – 08/2008

- Supervised and mentored a team of 10 staff while managing administrative responsibilities
- Coordinated visits with care providers to monitor data collection, provide coaching, make recommendations, and offer overall clinical support in all settings where treatment is provided
- Worked cooperatively and courteously with internal staff and outside stakeholders including case manager, service providers, and regional center personnel
- Developed client interventions, interpreted behavioral assessments, and produced progress reports to meet the requirements and submission timelines of regulatory agencies and funding sources
- Maintained clients' medical and behavior records required by HIPPA laws and administrative regulations
- Attended monthly director meetings and facilitated monthly staff meetings
- Facilitated staff meetings to discuss changes in policy, patient satisfaction, and to present updates on treatment plans
- Conducted performance reviews and handled grievances by care providers and clients
- Monitored changes in patients' health and reported information to healthcare professionals