

AMY SOBA

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ORGANIZATIONAL DEVELOPMENT & TALENT MANAGEMENT

Columbia-trained Industrial-Organizational Psychologist with experience designing and delivering leadership development programs, talent management processes, and organizational effectiveness initiatives across healthcare, nonprofit, and consulting environments. Combines behavioral science training with hands-on execution — from facilitating live learning sessions and analyzing engagement survey data to building talent management infrastructure and scalable program systems.

EDUCATION

Master of Arts, Social-Organizational Psychology Teachers College, Columbia University	May 2024
Bachelor of Arts, Psychology Dickinson College Summa cum laude <i>Study Abroad: Copenhagen</i> Danish Institute for Study Abroad	May 2021 Fall 2019

CORE COMPETENCIES

HR Practice Areas: Organizational Development, Talent Management, Leadership Development, Performance Management, Learning & Development, Program Design & Evaluation, Change Management, Onboarding
Methods: Survey Design, Qualitative Data Analysis, Stakeholder Communication, Project Management
Tools: Microsoft Office Suite, R, SPSS, Qualtrics, Workday, Smartsheet, Zoom

PROFESSIONAL EXPERIENCE

Business Process Consultant

Completely | Remote

08/2025 – Present

- Co-authored \$80K multi-phase leadership development proposal for escrow services client, defining outcomes, deliverables, and rate rationale; earned highly positive stakeholder feedback.
- Designed and launched *Complete the Week*, a scalable group accountability and learning program for cohorts of 15+ people; built full infrastructure including meeting cadence, curriculum, website pages, and invoicing.
- Lead the development of a new group career coaching and learning program for people navigating layoffs and career transitions (cohorts of 12-20); grounded design in a SWOT analysis of pilot survey data.
- Built company's talent acquisition infrastructure from scratch; executed full-cycle recruiting for 3 roles including job descriptions, sourcing, screenings, skills assessments, and offer paperwork.
- Develop onboarding infrastructure and personally facilitated first onboarding session.
- Create SOPs for talent acquisition and onboarding to support team scalability.

Career Development & Professional Transition

Independent | Atlanta, GA

05/2024 – 08/2025

- *Structured job search following graduate degree completion; actively built Atlanta-area HR and OD network through ATD and SIOP engagement.*
- *Launched and facilitated a peer job search community to support others navigating their own searches, drawing on career counseling experience.*

Organizational Effectiveness & Learning Development Intern

VNS Health | New York, NY

02/2024 – 05/2024

- Supported delivery of a new leadership development program for 90 first-time managers across three cohorts; managed all logistics including participant communications, Workday course setup, and attendance tracking across 6 virtual workshops and 3 in-person networking events
- Served as live Zoom Event Coordinator for 6 virtual workshops, facilitating breakout activities and leading group debriefs.
- Analyzed 1,000+ open-ended engagement survey comments, using a custom thematic coding framework; produced Line-of-Business reports in PowerPoint for senior leaders identifying top challenge areas with definitions and examples.
- Relunched VNS Health's ERG program by establishing governance structure, meeting cadence requirements, and branded toolkits; facilitated launch conversations with employees forming new ERGs.
- Recognized by Senior Vice President for quality execution, follow-through, and leadership program support across all workstreams.

HR Performance Management Intern

Amtrak | New York, NY

05/2023 – 08/2023

- Coordinated the design and rollout of a new performance management process across a 21,000-employee organization.
- Acted as liaison across HR Business Partners, Compensation, Digital Technology, Training, and Communications; synthesized stakeholder needs, brokered tradeoffs, and tracked milestones to keep implementation on track.
- Rebuilt the company intranet page for the new performance management system with phased timelines, step-by-step guidance, and job aids; page grew from 3,000 to 15,000+ views after publication.
- Drafted company-wide communications ensuring consistent, accessible messaging around the new performance management process and forms.

Post-Baccalaureate Associate, Career Development

Dickinson College | Carlisle, PA

08/2021 – 08/2022

- Directed post-COVID relaunch of the annual Job Shadow Program — matching 30 students with 25 employers across a 4-month cycle — achieving 100% employer repeat interest and 99% student satisfaction.
- Designed and administered post-program surveys in Qualtrics to analyze outcomes of key programs; Presented findings to the Director with actionable recommendations.
- Led the *Final Destination Project*, compiling graduate outcome data into a report presented to the Provost and President of the college; findings were adopted by Admissions to market to prospective students.
- Recruited, hired, trained, and managed 8 student peer coaches; designed and facilitated two professional development workshops to build coaching and communication skills.

Talent Acquisition Intern

Esurgi Biotech | Remote

12/2020 – 04/2021

- Executed full-cycle recruitment for 3 roles, bringing the Scientific Writing intern team to full capacity of 10 within 2 weeks; recognized as a top performer on the TA team based on screen-to-hire timeline metrics.
- Designed and led a 3-day knowledge transfer and onboarding for the incoming TA intern — an initiative taken entirely on own accord with no precedent on the team.

PROFESSIONAL AFFILIATIONS & DISTINCTIONS

ATD (Association for Talent Development) | Atlanta Chapter Volunteer

SIOP (Society for Industrial-Organizational Psychology) | Member

Discord Career Community | Job Coach Volunteer

Columbia University Organization & Human Development Consulting Club | Member