

Amy Soba

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ORGANIZATIONAL EFFECTIVENESS & TALENT MANAGEMENT PROFESSIONAL:

Organizational Effectiveness and Learning & Development professional with a Master's in Organizational Psychology from Columbia University and experience in leadership development, organizational effectiveness, and talent management. Proven ability to translate strategic vision into actionable plans, leveraging strong data analysis skills in R, SPSS, and Qualtrics to inform decision-making. Known for exceptional organization, proactive follow-through, and clear communication across all levels. Passionate about creating impactful programs that strengthen organizational culture and drive sustainable success.

EDUCATION

M.A., Social-Organizational Psychology – May 2024

Teachers College, Columbia University – New York, NY

B.A., Psychology, summa cum laude

Dickinson College – Carlisle, PA

Study Abroad – Fall 2019

DIS – Copenhagen, Denmark

WORK EXPERIENCE

Business Process Consultant

Completely – Remote

Aug 2025 – Present

- Serve as operational partner to CEO, aligning strategic vision with day-to-day execution across client engagements.
- Delivered end-to-end operational support for annual planning workshops (30–40 participants), overseeing registration, communications, and live technical facilitation for seamless delivery.
- Directed hiring process for virtual assistant, including job description development, interview guide creation, initial phone screenings, skill assessment coordination, and candidate selection.
- **Key Achievements:**
 - Co-authored 8-page leadership development proposal valued at \$80K, earning praise from HR leadership for organization, clarity, and quality; currently under client review.
 - Authored and submitted proposals for national conferences, including SHRM Talent 2026.
 - Rehired by CEO from prior Assistant and Internship roles in recognition of work ethic, character, and proven results.

Organizational Effectiveness, Learning and Development Intern

VNS Health – New York, NY

Feb 2024 – May 2024 (internship)

- Managed all backend logistics for a 3-month leadership development program (FLX) serving 100+ senior managers and people leaders, including Workday course creation, marketing, registration, mailbox support, attendance tracking, in-person networking events, and graduation ceremony.
- Strengthened organizational culture by supporting 6 Employee Resource Groups, including providing strategic design support to launch two new ERGs with programming and event ideas.
- Improved efficiency of program administration by streamlining Workday updates, communications, and follow-up; recognized by leadership for top-quality contributions and reliability.
- **Key Achievements:**
 - Achieved highly positive survey results from the FLX survey feedback.

- Facilitated six 120-minute virtual learning sessions, 3 in-person networking events, and asynchronous LinkedIn Learning assignments, enhancing leadership development engagement.
- Recognized by a Senior VP for top-quality contributions, strong follow-up, and exceptional leadership development support.
- Analyzed 1K+ comments from the annual engagement survey, synthesizing insights into themed reports by Line of Business to guide leadership action planning.

HR Performance Management Intern

Amtrak – New York, NY

May 2023 – Aug 2023 (internship)

- Collaborated with HRBPs to design and implement a new performance management process, revamped the webpage to achieve 15,000 views, and drafted company-wide communications ensuring successful adoption.

Post-Baccalaureate Associate

Dickinson College Advising, Internships & Career Center – Carlisle, PA

Aug 2021 – Aug 2022 (contract)

- Directed annual Job Shadow Program connecting 30 students with 25 employers; achieved 100% employer repeat interest and 99% student satisfaction.
- Designed and analyzed feedback surveys, presenting insights to leadership for data-driven program improvements.
- Coordinated career readiness programming, including workshops, employer panels, and networking events, resulting in direct internship and job opportunities for students.
- **Key Achievements:**
 - Expanded student participation from 100 to 140 through targeted marketing strategies and clear registration processes.
 - Won the 2022 Road Trips to the Real World Contest from the Eastern Association of Colleges and Employers (EACE) for highest student participation in virtual job fair and networking events; earned complimentary full conference registration for the institution.
 - Achieved substantial growth of Instagram account to over 1,000 followers, fostering a robust online community and engagement.

Assistant to CEO

Completely – Remote

2021 – 2022

- Developed comprehensive tracking spreadsheets for life and career goals, enabling effective time management and strategic planning, and created process documentation and guidelines to support seamless onboarding and operational continuity.

Talent Acquisition Intern

Esurgi, Biotech – Remote

Dec 2020 – April 2021

- Optimized recruitment and onboarding processes, managing candidates through the full lifecycle, training new interns, redesigning hiring timelines, and providing evaluation insights to improve talent acquisition efficiency.

SKILLS

- **Core Competencies:** Program Coordination, Process Improvement, Stakeholder Engagement, Data Analysis, Employee Experience Design
- **Technical Skills:** Workday, Microsoft Office (advanced), Qualtrics, R (basic)