

Dakota Cobb

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CERTIFICATIONS

Level 5, 168 Hour TEFL Certificate – The TEFL Academy

- Create lessons for pre-intermediate to advanced students
- Teaching speaking, listening, reading, and writing skills
- Material & resource creation
- English grammar and how to teach the essential language
- Needs analysis and teaching in different situations
- Classroom management and teaching techniques

EDUCATION

Kent State University, Kent, Ohio
Bachelor of Arts: Organizational Communication
Associates: Marketing

August 2019

EXPERIENCE

HR Business Partner - College of Engineering, The Ohio State University | Columbus, OH August 2023-Present

- Serve as strategic HR leader for the college by establishing HR-related policies and controls, partnering with clients to provide solutions, executing HR operations, providing and interpreting HR-related reports, and supporting strategic decisions
- Identify gaps/trends in repetitive barriers to implement solutions and streamline efficiency
- Ensure all student hiring needs for each unit within Engineering are met and executed timely; including pay, start date, benefits etc. for graduate, undergraduate, fellowship, & post-doc students are correct
- Initiate transactions (new hires, terminations, period activity pay, one-time payments, supervisory & org. changes, retroactive payments, etc.)
- Have routine meetings with Fiscal Partners discussing pay equity within the college and reviewing internal pay-scales to certify they are remaining market competitive and meeting minimum requirements
- Participate in TA intake meetings to review status of student hires and discuss Hiring Manager needs
- Collaborate with Global Services & Office of International Affairs for international students
- Complete employment verification & yearly review letters
- Monitor and address Service Now cases entailing of concerns or questions from employees, staff, and students; conducting investigations or escalating to unit chair if needed
- Assist with training and functionality of Engineering Graduate Portal and creation of bi-weekly Portal

HR Partner, Amazon | Akron, OH & Fife, WA

November 2020-January 2023

- Communicate monthly engagement events & daily/weekly process changes to all site leaders
- Create detailed voicemails & app notifications for 700+ associates communicating building closures and other important information such as hours of operation changes

- Own and send out a network-wide email and report to all 126 ATS (Amazon Transportation Services) & NASC (North American Sortation Center) sites across the US & Canada detailing MyVoice (A virtual platform for associates to leave comments and feedback to leaders or co-workers) specific data such as utilization rate, total comments, trends, & more
- Communicate with HR team on daily & weekly handover sheets informing them of tasks I've completed and will be completing as to reduce any chance of overlap
- Call or speak in person to associates when they are low on time-off options, communicating potential Leave or Accommodation paths to avoid risk of termination
- Vocalize labor needs with site Labor Planner in weekly communication meetings
- Serve as point of contact for ASWB (Amazon Short Work Break), MyVoice, Notification Rate, Snappy (Virtual Amazon gifts for associates), PT to FT Transfers & Recognition
- Partner with client groups and site stakeholders as a primary contact for escalations or questions and to establish regular cadences discussing team development, Connections reviews, KPI's (Key Performance Indicators) and more
- Investigate grievances and assemble detailed case summaries using Exact
- Run daily reports over attendance, hours worked, engagements completed, invalid associates, payroll audits and ADAPTs created and delivered for compliance
- Utilize Salesforce, Hire, & iCIMS to post site level job positions, set-up interviews, extend offers, enter feedback, and conduct debriefs
- Exemplify diversity and inclusion by setting up Martii Language Services (Virtual interpretation)
- Display growth opportunities for associates by creating a job board with career development material

SKILLS

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| • Excellent Verbal & Written Communication Skills | • Adaptability & Cultural Awareness |
| • English Language Instruction | • Interpersonal & Customer Service Skills |
| • Lesson Planning & Classroom Management | • Leadership & Problem Solving |
| • Performance Management | • Continuous Learning & Development |
| • Microsoft Office Proficiency | • Regulatory Compliance & Employment Law |
| • Training & Facilitation | |

AWARDS

- Nominated for Communication Departmental Award for academic excellence and outstanding contribution to Communication Studies
- Dean's List | Fall 2016, Spring 2017, Spring 2018, Fall 2018, and Spring 2019