

SALONI UPADHYAY

salupa1.github.io/portfolio

Dallas, TX

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EDUCATION

Bellevue College, Bellevue, Washington

Bachelor of Applied Science in Business Management & Technology

Graduation: December 2024

Cumulative GPA: 3.81

Relevant coursework: Project Management, Business Spreadsheet Analysis & Design, Marketing Measurement & Analytics, Operations Management, Web Development, Google Business Intelligence Certificate Course

SKILLS

- Python, SQL, HTML, CSS, JavaScript, Git, Jira, Tableau, Power BI, Google Analytics, AWS, MS Office Suite

WORK EXPERIENCE

Amazon

HR Partner

July 2025 – Present

Dallas, TX

- Resolved employee queries with 95% first-contact resolution rate which improved HR response time site-wide
- Partnered with people managers end-to-end on performance management and investigations, cutting policy violations by over 25% while strengthening associate accountability across all shifts
- Implemented a structured, fair write-up process for timeclock violations, driving a 20% reduction in unproductive labor hours through improved time discipline
- Collaborated with Operations and Safety teams to resolve recurring Voice of the People themes, decreasing repeat issues by 25% and boosting cross-department morale and trust

Bellevue College

IT Assistant

March 2023 – June 2025

Bellevue, WA

- Provided technical support to 20+ students and staff, ensuring equipment functionality and resolving issues
- Documented IT workflows and created support resources, improving efficiency and reducing recurring issues

Amazon

HR Partner Intern

June 2024 – August 2024

Seattle, WA

- Spearheaded engagement strategies with leadership, resulting in a 17% improvement in employee satisfaction
- Executed the rollout of technology self-service tools, improving employee accessibility and communication, which directly resulted in a 15% increase in workforce retention and a 20% reduction in HR-related queries
- Ensured 100% data accuracy for 300+ employees in HRIS and payroll systems; streamlined onboarding and resolved employee concerns with sound judgment in ambiguous situations

PROJECT EXPERIENCE

BookShelf – Web Application – *JavaScript, HTML, CSS, PostgreSQL*

February 2025 – April 2025

- Developed a book tracking platform for 100+ entries featuring sortable views by date, rating, and custom tags
- Integrated Open Library API for real-time updates on book covers, ensuring data persistence and improving user interaction efficiency by reducing data retrieval times by 25%

Climate Change Prediction Dashboard – *Tableau, AWS*

April 2023 – June 2023

- Led a team of 3 in an agile framework, ensuring efficient collaboration and timely delivery of the dashboard
- Optimized project scope, resources, and a \$13,000 budget, ensuring AWS and Tableau integration for real-time updates, while creating risk management, schedule, and communication plans to align with client expectations

VOLUNTEER EXPERIENCE

Nepal Red Cross Society

Member

August 2014 – September 2015

Various parts of Nepal

- Directed earthquake relief in 80% of the most impacted regions, overseeing the distribution of essential supplies
- Expedited patient processing by managing health records, significantly reducing wait times by 15 minutes