# SALONI UPADHYAY

linkedin.com/in/saloni10          Dallas, TX          817-936-7049          salonee.upadhyay@gmail.com

## EDUCATION

**Bellevue College**, Bellevue, Washington                    **Graduation:** December 2024
*Bachelor of Applied Science in Business Management & Technology*          **Cumulative GPA:** 3.81

<u>**Relevant coursework**</u>: *Project Management, Business Spreadsheet Analysis & Design, Marketing Measurement & Analytics, E-commerce Development Strategy, Operations Management, Accounting & Finance, Web Development*

## SKILLS

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

## WORK EXPERIENCE

**Amazon**                                                        **July 2025 – Present**
*HR Partner*                                                        *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**                                              **March 2023 – June 2025**
*IT Assistant*                                                      *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**                                                        **June 2024 – August 2024**
*HR Partner Intern*                                                *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 Oceanic Dashboard Prediction System**          **April 2023 – June 2023**
- Led a team of 4 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**                                      **August 2014 – September 2015**
*Member*                                                          *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