


Jami Calata

HR Generalist

Dynamic HR Generalist with 2 years of experience, driven by a passion for continuous learning and growth. Adept at talent acquisition, employee relations, and policy implementation. Known for fostering positive workplace environments and enhancing team effectiveness.

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(894) 354-1053 

Bowling Green, KY 

Education

Associate of Arts in Human Resources Management at Bluegrass Community and Technical College

Oct 2018 - May 2023

Relevant Coursework:
Organizational Behavior,
Human Resource Management,
Employment Law,
Compensation and Benefits,
Labor Relations, Training and
Development, Recruitment and
Selection.

Links

[linkedin.com/in/jamicalata](https://www.linkedin.com/in/jamicalata)

Skills

HRIS



Excel



Onboarding



Payroll



Compliance



Benefits



Languages

English



Employment History

HR Coordinator at Google, KY

Apr 2025 - Present

- Spearheaded the implementation of a new onboarding process that reduced employee ramp-up time by 28%, enhancing overall productivity.
- Collaborated with cross-functional teams to design and execute a diversity recruitment strategy, increasing underrepresented group hires by 17% within eight months.
- Streamlined HR data management by introducing an automated system, cutting down administrative hours by 22% per week.
- Facilitated over 50 training sessions on conflict resolution and communication skills, boosting team cohesion scores in feedback surveys by 15%.
- Developed and maintained a mentorship program connecting junior staff with senior leaders, resulting in a 20% increase in employee satisfaction ratings.

HR Assistant at Amazon, KY

Mar 2023 - Mar 2025

- Coordinated onboarding processes for over 75 new hires monthly, reducing setup time by 20% through streamlined documentation and enhanced communication channels.
- Developed and implemented a training module that improved team efficiency by 15%, fostering a collaborative learning environment across diverse departments.
- Assisted in the execution of a recruitment strategy that increased candidate pool diversity by 30%, emphasizing inclusivity and broadening talent acquisition efforts.

Certificates

Professional in Human Resources (PHR)

Dec 2023

Society for Human Resource Management Certified Professional (SHRM-CP)

May 2022

Memberships

SHRM

CIPD