

Gaspar Gigena

Rosario, Santa Fe, Argentina | gaspargigena29@gmail.com | (0341) 153182594 | <https://ar.linkedin.com/in/gaspar-gigena-63b4a0170>

Professional Profile

Human Resources Technician with experience in data management and analysis applied to People Analytics. Passionate about transforming data into strategic insights that enhance talent management and organizational climate. Skilled in Power BI, Excel, QlikSense, Tableau, and Looker Studio, and currently training in SQL to strengthen data visualization and analysis. Seeking opportunities to contribute to the HR field with an analytical and data-driven approach.

Professional Experience

- **HR & Data Analyst – Panal (December 2024 - Present)**
 - Developed periodic HR reports and analyzed workforce trends to identify opportunities for improvement. Designed, maintained, and monitored dashboards and KPIs using data analysis tools (Power BI, Excel, Tableau) to generate actionable insights for HR strategy. Evaluated and monitored labor costs, delivering data-driven reports and presentations for leadership across departments.
 - Managed full-cycle recruitment and selection processes, including coordination and execution of onboarding programs to ensure seamless integration of new employees.
 - Maintained accurate employee data in HR management systems (including ARCA). Oversaw updates of records, contract changes, leaves, hires, and terminations. Administered job classification changes, workers' compensation, health & safety compliance, and PPE programs. Processed payroll, performed payroll analysis, and managed additional compensation structures.
- **HR Administration Analyst – Milicic SA (July 2023 – December 2024)**
 - Managed HR platforms and systems including WebControl, Minexus, SICOP, Exactian, SRC, Visma (Tu Recibo), PRESEA, and SAP SuccessFactors. Maintained employee records, oversaw hires and terminations in ARCA, managed workers' compensation cases, health & safety compliance, and coordinated distribution of personal protective equipment (PPE).
 - Oversaw biweekly and monthly HR updates for headquarters and projects. Administered salary scale updates, job reclassifications, promotions, and compensation adjustments in alignment with collective bargaining agreements and non-union staff policies.
 - Collected and analyzed HR data to design and monitor KPIs and dashboards, providing insights to support data-driven decision-making.

- **Talent Acquisition Analyst - Grupo Consultores de Empresas (November 2022 – June 2023)**

- Partnered with clients to define job requirements and published job postings across job boards and social media platforms.
- Screened and evaluated résumés, coordinated interviews and pre-employment medical exams, and prepared candidate assessment reports for client presentations.
- Managed multiple recruitment processes simultaneously across industries and job levels, including operational, technical, administrative, middle management, and professional roles.

- **Recruiter - InkuA (NGO) (May 2021 – November 2022)**

- Created and published job advertisements on job boards and social media platforms.
- Coordinated interviews and prepared detailed job/position reports.
- Developed candidate evaluation reports and presented results to clients.

Education & Certifications

- Associate Degree in Human Resources – IESERH (2019 – 2022)
- Pharmaceutical Sales Representative – CES (2016 – 2018), License No. 2754
- Google Data Analytics Professional Certificate (2025)
- People Analytics Certification – Universidad Siglo 21 (2024)
- Executive Program in Business Analytics – UCA (2024)
- KPI: HR Management Indicators – IESERH (2019)
- CPR and First Aid Certification – Civil Defense (2015)

Languages

- English – C1 (Advanced)
- Spanish - Native

Technical Skills

- Data Analysis & Visualization: Excel, QlikSense, Power BI, Tableau, SQL, Looker Studio
- HR Systems: PRESEA, SAP SuccessFactors
- Project & Workflow Management: Jira, Trello, Asana, GitHub