

# CHRISTINE VARGAS

## HRIS DATA ANALYST | WORKFORCE PLANNING INSIGHTS

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### SUMMARY

Early-career Workforce Planning Analyst with experience in HR Analytics, headcount forecasting, and strategic workforce planning. Skilled in transforming workforce metrics into actionable insights to support data-driven decision making and business alignment. Proficient in building KPI dashboards, conducting ad hoc reporting, and partnering across departments to inform talent and space optimization strategies.

### SKILLS

#### Technical Skills:

- HR Analytics, Workforce Metrics, Headcount Forecasting
- Data Visualization & Reporting
  - Tableau, Power BI, Microsoft Excel
- Programming & Query Languages (SQL, Python)
- HRIS & Workforce Tools (Workday, Smartsheet)
- Ad Hoc Reporting, Strategic Workforce Planning, Labor Cost Analysis
- Dashboard Development, Scenario Modeling, Attrition Analysis

#### Soft Skills:

- Analytical Thinking
- Communication
- Cross-Functional Collaboration
- Problem-Solving
- Continuous Learning & Adaptability
- Stakeholder Engagement
- Time Management
- Attention to Detail
- Strategic Thinking
- Initiative & Accountability

### PROFESSIONAL EXPERIENCE

#### Facilities Data Analyst

**Paylocity, Lake Mary, FL | Jun 2024 - Apr 2025**

- Leveraged HR Analytics and Workday data to reconcile headcount and seating assignments across 8+ office locations, increasing data accuracy by 30%.
- Developed dynamic Power BI and Excel dashboards to visualize space utilization and hybrid occupancy trends, directly supporting return-to-office (RTO) decisions and reducing space inefficiencies by 20%.
- Automated weekly HR-Facilities reconciliation processes, cutting manual work by 40% and improving report delivery speed.
- Analyzed multi-site food budgets and vendor pricing data to identify cost increases and purchasing inefficiencies, enabling Facilities leadership to cut unnecessary spend by 15%.
- Collaborated with cross-functional stakeholders in HR, Real Estate, and Finance to improve operational reporting and ensure alignment on space planning and forecasting.

#### Data Analyst

**Foundation Risk Partners, Longwood, FL | Aug 2023 - Feb 2024**

- Built and maintained KPI dashboards in Tableau and Excel, providing real-time visibility across 12+ departments and improving executive reporting efficiency.
- Used SQL and Python to clean, analyze, and model client engagement data, driving targeted business development decisions that contributed to a 15% lift in retention.
- Delivered campaign and performance metrics to leadership teams, enabling data-driven decisions across marketing and operations functions.
- Partnered with business leaders to refine analysis goals and automate recurring reports, reducing turnaround time on ad hoc requests by 30%.

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### EDUCATION

**B.S Business Administration | National University | Currently Pursuing**

- Completed undergraduate coursework toward B.S. in Business Administration

**High School Diploma | Deltona High School | 2011**

- High School Diploma

### CERTIFICATIONS

- **University of California, Irvine:** Professional Certificate in **Human Resource Analytics**
- **HRCI:** Professional Certificate in **Human Resource Associate**
- **Google:** Professional Certificate in **Data Analytics, Advanced Data Analytics, Business Analytics**
- **Tableau:** Professional Certificate in **Tableau Business Intelligence Analytics**
- **Workday:** Professional Certificate in **Workday Basics, Workday in Action**
- **Coursera:** Professional Certificate in **Workforce Productivity, AI in Workforce Management**

### PROJECTS

#### Automated Multi-Site Seating Chart

*Role: Facilities & Data Analyst – Paylocity (2024–2025)*

- Developed an automated seating chart for 3 corporate locations, enabling real-time tracking of employee neighborhoods and desk turnover. Supported RTO planning and optimized space utilization across multiple floors.

#### Multi-Site Food Budget Analysis & Vendor Optimization

*Role: Facilities & Data Analyst – Paylocity (2024–2025)*

- Managed food budgets for 3 office sites. Produced reports comparing vendor pricing, tracking spend, and flagging cost increases to improve procurement decisions.

#### Personal & Technical Interests

- **Portfolio Website Development** - Built and maintain <https://dashboardsanddaydreams.com> to showcase analytics projects and creative work using HTML, CSS, and Bootstrap.
- **Gaming & Systems Thinking:** Spreadsheet modeling for MMOs to enhance gameplay strategy
- **Tabletop RPGs:** Creative storytelling and collaboration through D&D
- **Game Modding:** Asset editing and emulator tools experience (e.g., Animal Crossing mods)