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: Workday, Smartsheet, Power BI, Tableau, Microsoft Excel, SQL, Python HR Analytics, Workforce Metrics, Headcount Forecasting, Strategic Workforce Planning, Attrition Analysis, Dashboard Development, Scenario Modeling, Labor Cost Analysis

Soft Skills: Analytical Thinking, Stakeholder Engagement, Problem-Solving, Communication, Adaptability, Cross-Functional Collaboration, Time Management, Initiative, Attention to Detail, Strategic Thinking

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, supporting return-to-office decisions and reducing 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 to identify cost increases and inefficiencies, enabling leadership to cut unnecessary spend by 15%.
- Collaborated with stakeholders in HR, Real Estate, and Finance to improve reporting and align space planning strategies.

Data Analyst

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

- Built and maintained KPI dashboards in Tableau and Excel, improving executive reporting across 12+ departments.
- Used SQL and Python to clean, analyze, and model client engagement data, contributing to a 15% lift in retention.
- Delivered campaign and performance metrics to leadership, supporting marketing and operations decision-making.
- Automated recurring reports, reducing ad hoc turnaround time by 30%.

EDUCATION

Bachelor of Science Business Administration (In Progress)

National University | Expected Completion 2027

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

High School Diploma

Deltona High School | 2011

CERTIFCATIONS

- *__Data Analytics:__*
  - Google: **Data Analytics, Advanced Data Analytics**
  - University of California, Irvine: **Human Resource Analytics**
  - Microsoft: **Power BI Data Analyst**
  - University of Virginia: **Marketing Analytics**
- *__Business Intelligence:__*
  - Google: **Business Analytics**
  - University of Pennsylvania: **Business Analytics**
  - Tableau: **Tableau Business Intelligence Analytics**
- *__HR Technology:__*
  - HRCI: **Human Resource Associate**
  - Workday: **Workday Basics, Workday in Action**
- *__Workforce Management:__*
  - Coursera: **Workforce Productivity, AI in Workforce Management**

PROJECTS

RTO / Automated Multi-Site Seating Chart

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

- **Designed and automated** a seating chart system for 3 corporate offices, enabling tracking of employee neighborhoods and desk turnover.
- **Integrated HRIS and facilities data** to support real-time updates, reducing manual reconciliation by 40% and enhancing visibility across teams.
- **Optimized space utilization and informed Return-to-Office planning** by aligning seating data with hybrid work patterns across multiple floors.

Multi-Site Food Budget Analysis & Vendor Optimization

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

- **Managed** food budgets across 3 office locations, analyzing cost trends and vendor pricing data to identify inefficiencies.
- **Developed Power BI** reports comparing vendor performance, uncovering price hikes and supporting procurement strategy.
- Recommended vendor shifts, resulting in a 12% average cost reduction per site within 3 months.

Portfolio Website Design & Deployment

Role: Designer & Developer – Personal Project (2024–2025)

- **Designed and launched** dashboardsanddaydreams.com, a responsive portfolio showcasing projects in **HR analytics, SQL, Power BI, and data storytelling**.
- **Built with HTML, CSS, and Bootstrap**, with a focus on mobile optimization, consistent UI design, and clean navigation.
- **Embedded live dashboards and interactive visuals** to present technical skills, project outcomes, and professional growth in analytics and HR tech.
- Regularly updated to reflect evolving skills in **data reporting, visualization, and front-end development**.

Personal & Technical Interests

- **Systems Thinking & Data Modeling**:
  - Conduct spreadsheet-driven strategy analysis and resource optimization for complex games such as *Final Fantasy XIV*, *ARK: Survival Evolved*, and others.
- **Game Modding & Tooling**:
  - Experienced in asset editing, scripting, and configuration for moddable titles including *Skyrim*, *Cyberpunk 2077*, *Dragon Age: Inquisition*, and *Fallout 4*—demonstrating hands-on problem-solving and adaptability in creative systems.