# CHRISTINE VARGAS
## DATA ANALYST

Orlando, FL | chrissy@dashboardanddaydreams.com | dashboardsanddaydreams.com | 386-801-7514

## SUMMARY

Detail-oriented HRIS and Data Analyst with expertise in Workday systems, HR operations, and workforce data management. Skilled in designing and optimizing HR dashboards, automating HR workflows, maintaining data integrity for compliance audits, and supporting cross-functional teams across HR, Finance, and Operations. Proficient in SQL, Tableau, Power BI, and Excel to deliver actionable insights that drive employee lifecycle management, workforce planning, and strategic decision-making. Committed to enhancing HR processes through clean, compliant, user-centered systems that improve organizational efficiency and employee experience.

## TECHNICAL SKILLS

**HRIS Systems & Support:**
- Workday (HCM, Payroll, Recruiting, Reporting)
- Workforce Management Tools
- HR Compliance & Data Integrity

**Professional Skills:**
- Cross-functional Communication
- Project Coordination & Stakeholder Support
- Strategic Planning & Decision-Making
- Confidential Data Handling

**Data Analytics & Reporting:**
- SQL, Python
- Tableau, Microsoft Power BI, Excel
- Data Visualization & Dashboard Development
- Predictive Modeling & Regression Analysis

**Workforce Planning & Operations:**
- Labor Forecasting & Staffing Models
- Business Process Improvement
- Workflow Automation & Data Governance

## PROFESSIONAL EXPERIENCE

**Facilities Data Analyst**     **Paylocity**     **Jun 2024 - Apr 2025**
- Optimized HRIS workflows to improve system accuracy, employee data integrity, and cross-functional reporting across HR, Finance, and Operations.
- Designed and maintained HR dashboards in Power BI and Tableau for labor forecasting, headcount tracking, and hybrid workplace management, enhancing decision-making visibility.
- Led HR data governance initiatives, automating workflows using Excel and Smartsheet to reduce manual entry and boost audit readiness by 45%.
- Partnered with HR leadership to streamline labor-related workflows and workforce planning, enabling more efficient resource allocation across departments.
- Supported compliance and internal audits by ensuring timely and accurate HRIS reporting aligned with organizational standards.
- Enhanced labor forecasting models by integrating real-time HRIS data into visual tools like Power BI, reducing forecasting errors by 15%.

**Data Analyst**     **Foundation Risk Partners**     **Aug 2023 - Feb 2024**
- Maintained HRIS data accuracy across payroll, benefits, and recruiting platforms, ensuring compliant and consistent employee records.
- Developed interactive HR analytics dashboards in Power BI and Smartsheet, improving leadership visibility into workforce trends and metrics.
- Identified reporting inefficiencies and implemented automated data validation using Excel and integrated tools, reducing manual workload.
- Supported benefits and compensation reporting by extracting and validating data for quarterly compliance audits.
- Collaborated with HR and Payroll teams to resolve HRIS data discrepancies, improving reporting accuracy and cross-functional alignment.

## EDUCATION

**Southern New Hampshire University**     **2024 - Present**
- B.S. in Human Resource Management

## ADDITIONAL INFORMATION

**Certifications:** Google Data Analytics, Google Advanced Data Analytics, Google Business Analytics, Human Resource Analytics, HRIC Human Resource Associate, Tableau Business Intelligence, Workday Basics Certificate, Workday in Action Certificate, Workforce Productivity Certificate, AI in Workforce Management