

NOVEMBER  
2025



SYNERGIZED HR

The City of  
Independence, Iowa

Classification and  
Compensation Study



Prepared by:

**Jackie Kennedy, SHRM-SCP**

We are excited about the opportunity to support  
The City of Independence and look forward to  
further discussing this proposal.



303.968.8681



[SynergizedHR.com](https://www.SynergizedHR.com)



[jackiekennedy@synergizedhr.com](mailto:jackiekennedy@synergizedhr.com)

## Part A – Transmittal Letter

**November 14, 2025**

Matthew R. Schmitz, City Manager  
City of Independence  
331 1st Street E  
Independence, IA 50644

**Subject: RFP SALARY STUDY**

Dear Mr. Schmitz:

Synergized HR is pleased to submit this proposal to partner with the City of Independence on its comprehensive **Classification and Compensation Study**, including the development of updated job descriptions for every position across the organization. As a **woman-owned and veteran-owned** human resources consulting firm with extensive experience serving public-sector and quasi-public entities, we understand the City's desire for a system that is **internally equitable, externally competitive, transparent, and fiscally sustainable**.

Our firm specializes in public-sector classification and compensation work for municipalities, counties, special districts, libraries, and higher education institutions. We bring a deeply structured and defensible methodology supported by strong communication practices, clear documentation standards, and a commitment to accuracy and quality. Our experience leading similar studies for operationally diverse organizations positions us well to support the City's goals of modernization, consistency, and long-term system maintainability.

We understand that this project represents a strategic investment in the City's workforce and operational future. Our approach emphasizes a collaborative process; a thorough and well-designed job analysis phase; the development of clear, ADA-compliant, and legally defensible job descriptions; a balanced compensation philosophy; a robust market analysis; and a practical, data-driven approach to implementation planning. Together, these elements form a comprehensive foundation for a modern, sustainable compensation framework.

Synergized HR affirms that this proposal will remain valid for at least **90 days** and complies with all submission requirements outlined in the RFP. I am authorized to bind the firm contractually and welcome any opportunity to discuss our proposal further.

Thank you for your consideration. We look forward to the potential opportunity to support the City of Independence in this important initiative.

Sincerely,



**Jackie Kennedy, SHRM-SCP**  
Owner & CEO, Synergized HR  
[jackiekennedy@synergizedhr.com](mailto:jackiekennedy@synergizedhr.com)

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## Part B – Firm Experience & Qualifications

### About Synergized HR

Synergized HR is a woman-owned and veteran-owned human resources consulting firm specializing in compensation analysis, classification studies, workforce planning, and organizational effectiveness for public-sector and publicly funded organizations. Our firm brings more than 20 years of progressive HR leadership experience within municipal, quasi-governmental, nonprofit, and regulated environments.

We provide data-driven analysis, clean reporting, and practical recommendations tailored to the unique needs of government entities. Our approach is grounded in transparency, defensibility, and communication that supports staff, leadership, and elected officials throughout the process.

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### Core Competencies

- **Classification & Compensation Studies** - Salary benchmarking, internal equity analysis, pay plan development, job documentation, total compensation evaluation.
  - **Job Analysis & Job Description Development** - ADA-aligned job descriptions, job analysis questionnaires (JAQs/PAQs), interviews with staff/leadership, FLSA validation.
  - **Public-Sector Workforce Strategy** - Organizational structure evaluation, succession planning guidance, staffing models, policy development.
  - **Data Analysis & Reporting** - Market survey development, spreadsheet modeling, compensation structure design, fiscal impact modeling.
  - **Stakeholder Engagement & Communication** - Council/Board presentations, leadership briefings, project progress reporting, implementation support.
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### Firm Strengths Aligned to This Project

- **Specialized public-sector HR expertise** including municipal, special district, and publicly funded programs.
  - **Direct experience leading full compensation, job analysis, and classification projects** similar to the City's requested scope.
  - **Hands-on project delivery** — work is performed directly by senior consultants, not outsourced.
  - **Clear, defensible methodology** aligned with best practices and transparent to leadership and employees.
  - **Strong communication** with City leadership, department heads, and staff during data collection and review.
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## Summary of Qualifications

Synergized HR is a woman-owned, veteran-owned human resources consulting firm specializing in public-sector classification and compensation studies, job analysis, and organizational HR modernization. With more than 20 years of progressive HR leadership experience — including direct experience leading a full compensation study for a public-sector special district — our firm brings the technical expertise and practical public-administration understanding required to complete a project of this scope.

Our senior consultant, Jackie Kennedy, SHRM-SCP, personally leads all analytical components of each engagement, including job analysis, survey design, market benchmarking, internal equity modeling, salary structure development, and recommendations. This ensures the City receives consistent, high-quality, senior-level deliverables throughout the entire process.

*Synergized HR offers the City:*

- **Public-sector classification and compensation experience** including leading a full compensation study for Centennial Water & Sanitation District.
- **Direct expertise with job analysis and job description modernization**, including large-scale restructuring and ADA-aligned documentation.
- **Strong data modeling and analytical capability**, producing clear, defensible, and easy-to-present findings for leadership and City Councils.
- **A streamlined, senior-led project team**, ensuring quality, responsiveness, and accountability from kickoff to final report.
- **Experience with publicly funded, federally funded, and government-regulated organizations**, reinforcing our knowledge of compliance-driven environments.
- **Transparent, collaborative communication** with leadership and staff to support buy-in and project success.

This combination of public-sector HR experience, compensation expertise, and hands-on senior-level involvement positions Synergized HR as a highly capable partner for the City of Independence's Classification & Compensation Study.

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## Relevant Experience & Comparable Projects

Below is a selection of projects demonstrating our firm's capacity to perform a full classification and compensation study for the City of Independence.

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### 1. Southeastern Colorado Water Conservancy District (SECWCD)

#### **Comprehensive Salary/Benefits Study & HR Analysis**

*Public-sector water conservancy district*

Synergized HR completed a full salary study for the Southeastern Colorado Water Conservancy District, including market benchmarking, internal equity review, compensation structure development, job documentation assessment, and HR analysis. Deliverables included a comprehensive compensation report, salary structure recommendations, fiscal impact modeling, and staff/Board presentations to support implementation.

**Relevance to Independence:** Highly comparable to a municipal classification and compensation study. Work included similar scope, public-sector governance, full-market analysis, compensation structure design, and presentation of findings to leadership.

## **2. Centennial Water & Sanitation District / Highlands Ranch Metro District (CO)**

### **Comprehensive Compensation Review & Planning**

*Public-sector special district*

Led the district's first full compensation study, including market benchmarking for all positions, internal equity analysis, salary structure revision, and compensation planning recommendations. Work included job documentation review, analysis of comparable public entities, and Board-level communication of results.

**Relevance to Independence:** Mirrors the City's required scope — public-sector roles, full market review, pay plan recommendations, and stakeholder communication.

## **3. Health Research, Inc. (New York)**

### **Job Analysis, Compensation Review & Minimum Qualifications Framework**

*Government-funded public health infrastructure organization*

Conducted classification analysis, job description modernization, minimum qualifications mapping, compensation review, and internal alignment analysis. Supported organization-wide standardization across decentralized departments for 271+ job titles.

**Relevance:** Demonstrates capacity to update job documentation, ensure consistency, and evaluate pay across a large, diverse organization.

## **4. Early Learning Coalition (Florida)**

### **Classification, HR Policy, and Compensation Support**

*Publicly funded nonprofit serving children and families*

Provided ongoing HR consulting including compensation benchmarking, job description development, organizational structure recommendations, and policy modernization within a state-regulated, publicly funded environment.

**Relevance:** Shows municipal-style public funding context and HR modernization experience.

## **5. Region XII Migrant & Seasonal Head Start (FHI 360)**

### **HR Consulting, Workforce Support & Training**

*Federally funded program*

Supported multi-state workforce programs, job documentation, HR systems, training, and employee-level analysis. Worked directly with federally funded workforce administrators and operational leadership.

**Relevance:** Demonstrates work with public-sector federal funding structures, compliance requirements, and multi-department job analysis.

#### **6. Arconic Aerospace (IN)**

##### **Compensation Analysis & Workforce Planning**

Conducted salary benchmarking, compensation data analysis, job documentation review, and workforce planning support across multiple operational sites.

**Relevance:** Strengthens demonstration of large-scale compensation analysis and data modeling capability.

#### **7. Leprino Foods Company (National)**

##### **Multi-site Job Analysis, HR Metrics, and Pay/Data Standardization**

Executed HR projects for nine facilities, including job analysis, compensation-related data evaluation, job documentation updates, and policy standardization.

**Relevance:** Demonstrates ability to work across complex, multi-department structures with high accuracy and consistency.

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## **Project Team**

Synergized HR will assign a focused, senior-led project team to complete the City of Independence's Classification & Compensation Study. The team is intentionally streamlined to ensure high accountability, clear communication, and direct delivery by experienced personnel.

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### **Jackie Kennedy, SHRM-SCP — Project Lead & Principal Consultant**

**Role:** Leads 100% of the analysis, compensation modeling, job evaluation, recommendations, report writing, and presentations.

Jackie will serve as the City's primary point of contact and will oversee all aspects of the project, including:

- Designing and administering the classification/job analysis process
- Reviewing and validating all job documentation
- Conducting the full compensation market study and data modeling
- Developing salary structures and internal equity analysis
- Preparing the draft and final reports
- Presenting findings to City leadership, staff, and/or Council
- Ensuring deliverables meet project timelines and City expectations

**Qualifications:**

- SHRM-SCP (highest certification offered by SHRM)
- 20+ years of progressive HR leadership experience
- Former HR Director for a Colorado public-sector special district
- Led full public-sector compensation study (Centennial Water & Sanitation District)
- Extensive experience with job analysis, market benchmarking, pay plans, and implementation
- Lean Six Sigma Green Belt (process improvement)
- Public speaking & facilitation certified (for Council/leadership presentations)

Jackie's direct involvement ensures the City receives senior-level expertise throughout the entire study.

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**Chelsea Burke — HR Analyst & Project Support**

**Role:** Provides analytical and administrative support under direct supervision of the Project Lead.

Chelsea will support the project by:

- Administering and organizing employee job questionnaires (PAQs)
- Assisting with job description formatting and document organization
- Collecting and compiling benefits information and market data
- Maintaining the project database and ensuring data accuracy
- Preparing draft tables, comparison summaries, and documentation
- Coordinating communication with City HR staff during information requests

All analytical interpretations, modeling, recommendations, and final report elements will be completed and approved by the Project Lead.

**Qualifications:**

- Strong HR operations and data management experience
- Workforce development and training facilitation background
- Skilled in documentation, research, tracking, and administrative project support
- Experienced working with public- and education-sector clients
- Highly detail-oriented, organized, and responsive

Chelsea ensures structured data flow and efficient documentation, allowing the Project Lead to focus on senior-level analysis and recommendations.

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## **Part C – Project Approach & Work Plan**

Synergized HR approaches compensation and classification studies through a structured, transparent, and collaborative methodology that aligns with best practices in public-sector human resources administration. Our work plan mirrors the four major phases outlined in the City of Independence’s RFP and is designed to ensure accuracy, defensibility, and clarity at every step. The process emphasizes strong communication, rigorous analysis, and practical application so that the resulting system is both modern and sustainable for long-term use.

### **Understanding of the Project**

The City seeks a comprehensive review and modernization of its classification and compensation system, including a full inventory and update of job descriptions. The goals include ensuring internal equity, improving external competitiveness, supporting fiscal sustainability, and establishing a clear structure that can be easily communicated and maintained. Our understanding is that the City requires a consultant capable of developing a classification system that is logical and consistent, a pay structure aligned with market realities, and implementation guidance that recognizes operational and budgetary impacts.

Synergized HR’s methodology and experience align directly with these needs. Our approach balances quantitative and qualitative analysis, integrates staff input, incorporates a defensible job evaluation methodology, and includes a comprehensive market study that captures both salary and total rewards. We also understand the importance of clear, clean documentation for long-term administration, which will guide the development of all job descriptions and policy recommendations.

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### **PHASE I — PROJECT INITIATION & ORIENTATION**

The project will begin with a structured orientation intended to establish communication expectations, confirm the project plan, and review existing documentation. We will meet virtually or onsite with the City Manager and key staff to finalize the project timeline, define points of contact, and review any considerations related to departmental operations, labor market factors, or prior compensation structures.

Synergized HR will conduct a thorough review of current job descriptions, organizational charts, pay plans, personnel policies, and any other related documents provided by the City. This review serves as a foundation for understanding existing structures and identifying potential areas of inconsistency, gaps in documentation, or outdated content.

A communication plan will be developed with the City to guide how and when project updates are shared with leadership, supervisors, employees, and other stakeholders. This ensures transparency, builds trust, and sets the stage for successful participation in the job analysis process.

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## **PHASE II — CLASSIFICATION & JOB ANALYSIS**

This phase focuses on gathering detailed information about the City's positions using a combination of structured tools and personal engagement. Synergized HR will deploy a Position Analysis Questionnaire (PAQ) customized to the City's operational structure. The PAQ captures essential functions, job duties, required knowledge and abilities, decision-making authority, supervision levels, working conditions, and other job-related factors.

Interviews will then be conducted with department heads, supervisors, and sample employee groups. These discussions provide qualitative context not always captured in written tools and help us understand how work is organized, where positions overlap, and where distinctions should be clarified.

The information collected from the PAQs and interviews will be used to produce new job descriptions for every position in the City. All job descriptions will be written in a consistent, ADA-compliant format and will include essential functions, minimum qualifications, KSAs, and physical and environmental requirements. This process ensures that the City obtains clear, modern, legally defensible documentation for ongoing use.

Following job documentation, Synergized HR will conduct a job evaluation analysis using an objective methodology that considers responsibility, complexity, knowledge requirements, impact, and working conditions. Positions will be placed into a logical classification structure with clear job families and progression pathways. FLSA status will also be reviewed, and determinations will be supported with written justification.

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## **PHASE III — COMPENSATION & BENEFITS ANALYSIS**

Synergized HR will work with City leadership to refine or establish a formal compensation philosophy. This discussion will help determine the City's desired market position and guide subsequent pay structure recommendations.

Once the philosophy is established, we will identify comparable organizations for the market survey, ensuring a representative mix of municipalities and relevant public or private employers. After approval from the City, Synergized HR will conduct a comprehensive market study that captures minimums, midpoints, maximums, and total compensation values, including key benefits such as insurance structures, retirement plans, paid leave, and other offerings.

We will compare the City's current pay and benefits against market findings and identify where the City leads, lags, or aligns with peers. This analysis will include internal equity and salary compression evaluations, particularly where tenure, job families, or legacy structures may be contributing to inconsistencies.

Findings from these analyses will be used to develop a recommended salary structure with defined ranges, suggested placement of each classification, and practical guidelines for hiring rates, promotional adjustments, reclassifications, and movement through the ranges.

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#### PHASE IV — FINAL REPORTING & IMPLEMENTATION

Synergized HR will prepare a comprehensive final report that summarizes methodology, data findings, classification outcomes, market analysis, and all recommended salary structures. Job descriptions will be delivered in fully editable formats, and all market data will be provided to ensure transparency.

An implementation strategy will be created that includes a position-by-position fiscal impact analysis and at least two cost scenarios to support the City's budgeting considerations. These scenarios will balance competitiveness, internal equity, and financial feasibility.

Synergized HR will present the findings to City leadership and will provide a formal presentation to the City Council. We will also train designated staff to administer the new classification and compensation system, ensuring long-term manageability and continuity.

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#### PROJECT SCHEDULE

Phase	Activities	Timeline	Milestone / Deliverable
<b>Phase 1:</b> Project Initiation & Data Collection	Kickoff meeting, data request, document review, distribution of job questionnaires (PAQs)	<b>Jan 19 – Feb 2, 2026</b>	Project Plan & Data Request Finalized
<b>Phase 2:</b> Job Analysis & Job Description Review	PAQ review, job analysis interviews, classification review, updated job description drafts, FLSA review	<b>Feb 3 – Mar 6, 2026</b>	Draft Job Descriptions Delivered
<b>Phase 3:</b> Market Study & Internal Equity Analysis	Market salary survey, benefits comparison, internal equity/compression analysis, salary structure development	<b>Mar 9 – Apr 17, 2026</b>	Preliminary Compensation Findings
<b>Phase 4:</b> Final Report & Implementation Planning	Draft/final report preparation, leadership review meetings, implementation options, Council/leadership presentations	<b>Apr 20 – May 15, 2026</b>	Final Compensation Report Delivered

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#### Part D – References

**Reference 1**

**Client Name:** Arconic Aerospace

**Contact Person & Title:** Joe Lentini, HR Leader

**Phone:** (224) 833-6418

**Email:** lentini@younginnovations.com

**Brief Description of Project:**

Joe Lentini can speak to Jackie Kennedy's compensation management, benefits administration, and HR analytics work in a complex manufacturing environment.

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**Reference 2**

**Client Name:** KAS Consulting Group

**Contact Person & Title:** Keith Scott, Principal Consultant

**Phone:** (214) 683-6417

**Email:** keith@consultingkas.com

**Brief Description of Project:**

Keith Scott is an HR and organizational development consultant who has partnered with Synergized HR on various client engagements. He can speak to Jackie Kennedy's compensation analysis methodology and project delivery.

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**Reference 3**

**Client Name:** Leprino Foods Company & Molson Coors Beverage Company

**Contact Person & Title:** Emily Clift (Clark), Senior HR Leader

**Phone:** (270) 223-7247

**Email:** emilyclark19@gmail.com

**Brief Description of Project:**

Emily Clift (Clark) worked with Jackie Kennedy at both Leprino Foods and Molson Coors. She can speak to Jackie's work in compensation, employee development, and HR leadership in large-scale organizational environments.

**Part E – Sealed Cost Proposal (Separate Document)**

Sealed and submitted separately from main technical proposal per RFP guidelines.

## Appendix C: Proposal Submittal Form

**Instructions:** This form should be completed and submitted with your proposal package. Its purpose is to ensure all required components are included and to provide key information in a standardized format.

### Section 1: Proposing Firm Information

Official Firm Name:	Synergized HR, LLC.
Mailing Address:	PO Box 630620 Highlands Ranch, CO 80163
Website:	SynergizedHR.com
Year Firm Established:	2023
Office Location Performing the Work:	543 James St. Highlands Ranch, CO 80126
Primary Contact Person:	Jackie Kennedy
Title:	Owner/CEO
Phone:	303-968-8681
Email:	jackie.kennedy@synergizedHR.com

### Section 2: Proposal Submission Checklist

Use this checklist to verify that all required elements are included in your proposal submission.

- [ ] One (1) unbound original, five (5) bound copies, and one (1) electronic copy (USB flash drive) of the technical proposal.
- [ ] One (1) sealed envelope containing the Cost Proposal , clearly marked on

# JACKIE KENNEDY

## SHRM-SCP CERTIFIED SENIOR HUMAN RESOURCES LEADER



JackieKennedy@SynergizedHR.com



303.968.8681



Denver, CO



<https://www.linkedin.com/in/leaderandstrategicpartner/>

### SKILLS

Process Improvement  
Technical Writing  
Learning & Development  
Project Management  
Workforce Planning  
Compliance & Risk Management  
Organizational Effectiveness  
Compensation & Total Rewards  
Training Program Design/Implementation  
Multi-Site Leadership  
Organizational Development  
Policy Writing  
Change Management  
Employment Law & Ethics  
Labor & Employee Relations  
HRIS Implementation & Mgmt.



**US NAVY VETERAN** – Honorable Discharge

### SUMMARY

Strategic Human Resources Executive with extensive experience driving HR initiatives and providing leadership across diverse industries, including healthcare, manufacturing, and construction. Adept at navigating complex union and non-union environments with a proven track record of aligning HR strategies with business goals to enhance organizational performance and culture. Recognized for delivering innovative education and organizational development programs, fostering leadership development, and cultivating high-performing teams to achieve measurable organizational outcomes.

### PROFESSIONAL EXPERIENCE

#### Owner/Principal HR Consultant

December 2023 - Current

Synergized HR, Denver, CO

- Leads the development and implementation of comprehensive HR solutions for diverse clients, improving organizational efficiency and employee engagement.
- Designs and delivers leadership development programs to enhance organizational capacity and achieve strategic outcomes.
- Leads full compensation projects such as benchmarking, studies and planning.
- Provides expert guidance on HR compliance and best practices, ensuring adherence to federal, state, and local employment laws for multiple states.
- Authors employee handbooks, policies, and standard operating procedures, fostering consistent and transparent organizational practices.
- Partners with clients to develop comprehensive training and education programs, increasing employee performance and satisfaction.
- Conducts comprehensive HR audits, identifying areas for improvement and delivering actionable recommendations to enhance operational effectiveness.

#### HRBP Manager

June 2023 - February 2024

Molson Coors Beverage Company, Golden, CO (*Injury/Surgery*)

- Led the design and implementation of Molson Coors' own internal temp agency.
- Established procedures to analyze trends and develop workforce plans to resolve issues and make a positive impact on business results.
- Designed and implemented engagement initiatives and communication programs to support employee development and drive organizational excellence.
- Developed, coordinated, and implemented employee engagement initiatives, communication, and events with supervisors, HRBP's and managers.
- Managed day-to-day HR duties to include progressive discipline, development & coaching, recruitment, etc.

#### HUMAN RESOURCES DIRECTOR & MANAGER

August 2021 - May 2023

Highlands Ranch Metro District / Centennial Water & Sanitation District / HRCA, Highlands Ranch, CO (*Position eliminated due to restructuring*)

- Designed and implemented Internship Program, partnering with local colleges and universities.
- Developed and led educational programs on DE&I and Mental Health Awareness, fostering an inclusive workplace culture and measurable engagement improvements.
- Completed compensation review and planning, the first at the organization.
- Developed over 50 policies and procedures, HR Metrics, and directed ATS system implementation.
- Designed and facilitated the first Employee Engagement Survey in several years, leading to a reshaping of company culture.

## EDUCATION & CERTIFICATIONS

### Masters

Human Resource Management

### Bachelor of Science

Social Psychology

### SHRM-SCP

Society of Human Resource Management (SHRM)

### HRCP Certifications

Employee Benefits & Compensation

Labor Relations

Learning & Development

Organizational Theory & Design

Organizational Communication

Employee Relations & Life Cycle

Organizational Learning

### Public Speaking & Facilitation

Certificate

### Lean Six Sigma – Green Belt

Lean Six Sigma Council

## TECHNICAL SKILLS

Adobe Pro

Paycom, ADP Workforce, Paychex, Ceridian/DayForce, Kronos, Gusto, Rippling, Bamboo HR, Dover, Wellfound

MS Office (Project, Excel, Word, PowerPoint)

SAP/SuccessFactors

iCIMS, Oracle, Timberline

Tableau, ClickUp, FreshBooks

## VOLUNTEER EXPERIENCE

### SHRM NATIONAL

SME for Testing Design Board

Mental Health Ally – Certified

### MILE HIGH SHRM

Education Committee

### SHRM FOUNDATION

Team Empower

Advocacy Team

## HR PROJECT MANAGER

November 2019 - August 2021

Leprino Foods Company, Denver, CO (*Pandemic*)

- Executed a multitude of HR related projects for nine U.S. based manufacturing plants, as sole Project Manager.
- Collaborated with German-based company to design, build, test, and roll-out HRIS system across all facilities, also leading change management process.
- Responsible for all COVID related policies, procedures & guidelines, to include vaccination clinics at all plants (set up, contracting medical professionals, etc.).
- Designed HR metrics dashboard, producing detailed data analytics.
- Led multiple process improvement initiatives across all U.S. based locations.
- Designed and implemented change management strategies, including training programs for 9 U.S.-based manufacturing facilities, resulting in streamlined operations and increased employee adoption of new systems.

## HUMAN RESOURCES MANAGER

October 2018- July 2019

Arconic Aerospace, LaPorte, IN (*Relocated to Colorado*)

- Delegated to team of four accountability of stellar HR & payroll support to two plants and one logistics facility.
- Shifted company culture through various means and built trust of HR department and staff.
- Effectively swayed staff from petition to unionize via culture change & communication, petition was rescinded.
- Managed, "Hiring Blitz" to hire 30+ additional workers per week, leading to calibration of onboarding process.

## PLANT HR & HRIS MANAGER

November 2017 - October 2018

INOAC Manufacturing, Bardstown, KY & Moonachie, NJ (*Relocated to Michigan*)

- Managed centralized payroll and HRIS system for North America based manufacturing plants, ensuring system was fully utilized (KY & NJ)
- Provided guidance & oversight of unionized facilities, and renewal of collective bargaining agreement.
- Conducted SWOT analysis of turnover and training, restructuring training program and reducing turnover 30%.
- Managed safety personnel, communicating with owners in Japan on issues and resolutions.

## HUMAN RESOURCES DIRECTOR

July 2016 - October 2017

Kenpat Construction & Manufacturing, Apopka, FL (*Restructuring/Lay-off*)

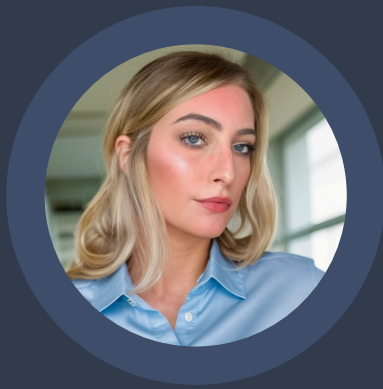
- Conducted gap analysis communicating needs based on findings, leading to multiple process improvements.
- Spearheaded the creation of competency-based assessment tools to enhance employee performance and identify growth opportunities.
- Designed a new job description system including job survey, essential functions, and job analysis.
- Developed, "Total Compensation" package to bring awareness of full value of employment reducing turnover, managed payroll department.
- Spearheaded the creation of a competency assessment tool designed to coach and improve performance.

## HUMAN RESOURCES DIRECTOR

August 2012 - June 2016

Press, Inc, Jacksonville, FL (*Owner retired and closed business*)

- Assisted in developing the company's first web-based automated time keeping system, reducing payroll errors.
- Ensured compliance of federally awarded projects, to include certified payroll.
- Created, designed and managed 30, 60, and 90-day onboarding process reducing turnover.
- Reconfigured open-enrollment process & implemented wellness fair increasing employee participation by 35%.



## Contact

✉ Chelsea@synergizedhr.com

☎ 720.610.2465

📍 Denver, CO

🌐 synergizedhr.com

## Education

Bachelor of Science – Anthropology  
**University of Louisville**  
2023

Associate of Arts  
**University of Central Florida (UCF)**  
2015

## Skills

- Full-Cycle Recruiting & Screening
- Social media marketing
- Talent Pipeline Management
- Candidate Experience Advocate
- Confidential HR File Management
- Marketing & Development
- Candidate Database Management
- Highly Tech Proficient
- Job Description & SOW Development
- Policy & Document Development
- Compliance
- Operations Management

# Chelsea Burke

## Training Facilitator

### Professional Summary

Trainer & Program Support Specialist with experience in human resources, healthcare, and recruiting. Currently supports the delivery of job readiness workshops, resume development, and participant communications for workforce development clients. Skilled in coordinating virtual and in-person training logistics, facilitating soft skills sessions, and providing individualized support to jobseekers from diverse backgrounds. Brings a calm, engaging presence to every session and is passionate about helping individuals prepare for sustainable employment opportunities. She is well-versed in supporting adult learners in virtual environments and has contributed to curriculum delivery for public and education sector clients.

### Work Experience

Denver, CO | Dec 2023 – Present

Synergized HR – Trainer & Program Support

- Co-facilitate virtual and in-person workshops on resume writing, workplace etiquette, LinkedIn branding, and job re-entry for dislocated workers and adult learners.
- Coordinate session logistics including calendar management, digital materials, and attendance tracking.
- Provide 1:1 participant follow-up on resume revisions, interview preparation, and onboarding support.
- Support curriculum development for job readiness programs, helping align content with WIOA and adult learning principles.

Louisville, KY | 2021–2024

University of Colorado Health/Quest Diagnostics/Sky Ridge Medical Center  
*Medical Assistant/Lab Lead*

- Served in fast-paced medical roles requiring communication, organization, and precision under pressure.
- Managed scheduling and documentation for lab patients and clinical staff.
- Demonstrated reliability and attention to detail in handling time-sensitive, confidential data.

Louisville, KY | 2019–2021

25 Again by Body Shapes Medical (Startup) – *HR Assistant*

- Facilitated onboarding processes, tracked leave documents, and maintained digital HR files.
- Supported HR leadership with benefits administration and basic compliance workflows.

Louisville, KY | 2018–2019

Canoe (Startup) – *Brand Operations Manager*

- Oversaw backend operations and retail staffing strategy, coordinating product flow and team scheduling.
- Responded to customer concerns/inquiries.
- Ensured brand reputation was upheld, monitoring social media.

Orlando, FL | 2016–2018

Total HR (Now Synergized HR) – *HR/Recruiting Assistant*

- Supported sourcing and initial outreach for contract and full-time positions.
- Screened resumes, scheduled interviews, and pre-qualified applicants.
- Assisted with administrative HR tasks including updating contact databases and maintaining filing systems.
- Assisted with marketing and development.