

KIRSTEN ADAMS, M.ED, MBA, MSBA

919.609.7392 | kiradams06@gmail.com | linkedin.com/in/kiradams06 | kiradams06.github.io

Diligent leader with expertise spanning 20+ years in education and health industries. Established meaningful collaborations through problem-solving, strategic goal setting, data-driven planning, and communication.

Product Management | Data Analytics | Process Improvement | Operations Management | Lean Organization |
Project Management | Workflow Optimization | Business Intelligence | Agile

Experience

Indiana University | Indianapolis, IN

August 2012 – present

Senior Project Manager, Executive Assistant to Vice President for Engagement, Executive Recruitment Administrator

- Coordinated \$3M funding application and activities of 4 faculty and 7 medical research assistants.
- Led Sponsorship Network of nearly 800 new annual community engagement alliances totaling \$2-3M to effectively impact statewide economic development and in compliance with state standards
- Directed Network of 9 campuses & 211 diverse professionals through continuous improvement, driven by unified strategic vision through instituted policy & relationship cultivation, resulting in collaborative alignment & efficiencies
- Analyzed raw and real-time Network data across Excel, pivot tables, & Power BI to develop and institute a new strategic framework, shared by individualized dashboard and resulting in greater visibility and cost reduction
- Managed product lifecycle for \$8M budget STEP grant, including cross-functional collaboration and financial management, and yielding innovation and talent retention opportunities
- Acted as project manager for 7 successful conferences with 200+ attendees, increasing synergy, collaboration, and strategic alignment across 275+ community partners
- Analyzed and translated disparate data into meaningful structure of 10 published economic impact illustrate to share IU's annual \$9.9 billion impact
- Facilitated high-profile executive searches and prioritized multiple initiatives with key responsibilities in communication, data compilation, and drawing key insights, resulting in 8 successful executive hires

St. David's School, Magellan Charter School | Raleigh, NC

Knapp Charter Academy | Grand Rapids, MI

7th and 8th Grade Middle School Teacher

August 2000 – June 2012

- Designed and instructed 70 students per grade annually, creating 40 instructional units per year
- Chair of Middle School English Dept, Ownership of the KCA Mentorship program, Supervised CMU student teacher
- Awarded High Student-Growth Distinctions in Michigan and North Carolina

Education

Indiana University, Kelley School of Business, Bloomington, IN

Master of Science in Business Analytics

February 2024

Master of Business Administration

May 2023

Awarded winning team: 2021 MBA Data Jam Contest in Tableau; Kelley Merit Scholarship

Western Michigan University, Kalamazoo, MI

April 2005

Master of Arts in Educational Leadership

Summa cum laude; Curriculum Engagement: Personnel Administration, Systems Thinking

Calvin University, Grand Rapids, MI

April 2000

Bachelor of Arts in Education, Math & Language Arts

University Merit Scholarships; UK: English Language by Rail; Gospel Choir

Proficiency

Excel Professional Development: Taught sessions by proficiency level for 47 business, education professionals, 2022 & 2023

Technical: Professional Scrum Master (PSM1) Certified, Microsoft Suite, Pivot Tables, Tableau, Power BI, SQL, Python

Personal interests: Genealogy, puzzles, architecture, games with friends, historical mystery novels