

KA

KIRSTEN ADAMS

M.Ed., M.B.A.

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Skills

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

Additional

Technical:

- ✓ Excel Instructor
- ✓ Microsoft Office Suite
- ✓ Pivot Tables
- ✓ Tableau
- ✓ Power BI
- ✓ SQL

Volunteer work:

- ✓ Community food bank
- ✓ Childcare
- ✓ Regional symphony orchestra

Personal interests:

- ✓ Genealogy
- ✓ Puzzles
- ✓ Architecture
- ✓ Games with friends
- ✓ Historical mystery novels

Diligent product/project manager with expertise spanning 20+ years in education optimization. Established meaningful collaborations through problem-solving, strategic goal setting, data-driven planning, and communication.

Experience

Indiana University

Bloomington, IN

August 2012 – Present

Senior Project Manager

July 2019 - Present

- 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 12 campuses and 211 diverse professionals through continuous improvement, driven by a unified strategic vision through instituted policy & relationship cultivation, resulting in collaborative alignment and 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
- Directed communications strategy for more focused, unified branding and simplified financial processing, resulting in better community partner relationships and prominence for external stakeholders

Executive Assistant to the Vice President for Engagement May 2013 – June 2019

- 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, translated into 10 published economic impact reports to illustrate IU's annual \$9.9 billion impact
- Acted as product owner for 6 website creation and upgrade projects to promote statewide economic engagement, talent development, and innovation commercialization, resulting in greater coordination

Executive Recruitment Administrator

August 2012 – May 2013

- Facilitated high-profile executive searches and prioritized multiple initiatives with key responsibilities in communication, data compilation, and drawing key insights, resulting in 8 successful hires

St. David's School

Raleigh, NC

Magellan Charter School

Raleigh, NC

Knapp Charter Academy

Grand Rapids, MI

7th and 8th Grade Middle School Teacher

August 2000 – June 2012

- Annually, designed 40 instructional units and instructed 70 students per grade
- Chair of Middle School English Dept, Ownership of the KCA Mentorship program, Supervised CMU student teacher
- Awarded Michigan and North Carolina Teacher's High Student Growth Distinctions

Education

Indiana University, Kelley School of Business, Bloomington, IN

May 2023

Master of Business Administration, Concentration: Business Analytics

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