

KIRSTEN ADAMS

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Conscientious, organized manager with project management and problem-solving expertise spanning 23 years in education. Established meaningful relationships and collaborations through my knowledge and skills in strategic goal setting, data-driven planning, and communication. Seeking a leadership position in an organization that values innovation, sustainability, and teamwork. "Let's improve it!"

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

EXPERIENCE

Indiana University | Bloomington, Indiana

August 2012 – Present

Passionate advocacy of higher education, utilizing data-driven and team-oriented optimization of university-wide resources to maximize impact in the lives of students and community organizations.

Senior Project Manager

July 2019 - Present

Focused, strategic leadership toward powerful statewide economic impact activities to the benefit of Indiana citizens.

- Directed statewide effort using webinars, policy changes, and collaborative alignment to continuously improve university sponsorship of community events driven by a unified strategic vision
- Supervised compilation, augmentation, and product ownership of raw data of past sponsorships into Excel, coalescing data into manageable strategic objectives with increased efficiencies and cost reduction
- Coordinated annually nearly 1,000 new sponsorships totaling \$3-4M to effectively and efficiently impact statewide economic development
- Aligned sponsorship definitions and state legislative guidelines with stakeholder requests to permit approval or denial based on meeting requirements, resulting in appropriate approval routing by department

Executive Assistant to the Vice President for Engagement

May 2013 – June 2019

Managed multi-faceted operations for the Vice President, including financial reconciliation and processing, grant financial management, payroll, presentation creation, & coordination of calendar complications for more than 8 senior executives.

- Performed process assessment of every departmental function for the Vice President with an intentional emphasis resulting in quality improvement and efficiencies
- Successfully led meetings as Board Secretary for quarterly, statewide regional economic engagement for nearly 40 leaders from around the state, resulting in cross-pollination & collaboration among the participants
- Managed *Sustaining Talent • Engaging Partners* Grant creation and account management for 8 campuses and \$8M, compiling and editing grantor reports, resulting additional innovation and talent retention opportunities
- Planned and implemented 7 successful conferences for 200+ attendees each, managed details and invitations for over 275 events with community partners, resulting in collaboration among statewide and regional leaders
- Compiled diverse, unharvested data from numerous university sources into meaningful structure, developed data into 10 economic impact reports to inform legislators and stakeholder of IU's annual \$9.9 billion impact
- Directed and problem solved the relocation of 5 office spaces, including building/rehabilitation and furnishing

Executive Recruitment Administrator

August 2012 – May 2013

Served a primary administrator, communicator, and coordinator for executive searches for IU leadership statewide

- Managed as many as 5 concurrent executive leadership searches and served as personal host for 25+ high-profile candidates for campus visits, resulting in hiring of numerous university vice presidents and deans
- Coordinated detailed review prioritization according to position description criteria for 200+ resumes per search, managing communication among search committee members, stakeholders, and applicants, and created all relevant materials for each search committee member and candidate

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St. David's School | Raleigh, North Carolina

August 2000 – June 2012

The Magellan Charter School | Raleigh, North Carolina

Knapp Charter Academy | Grand Rapids, Michigan

Teaching is a core characteristic and a way to serve others, offering light and enrichment to their lives, supplying leadership skills that readily translate to the business world.

7th and 8th Grade Middle School Teacher

Taught and invested in the lives of approximately 70 students per grade each year in the areas of math and English.

- Led as Middle School English Department Chair, new building committee member, creator of the KCA Mentoring Handbook, mentor for student teacher from Central Michigan University
- Designed and implemented 10 instructional units of material for 4 classes per year, presented at an appropriate level that balanced challenge without creating frustration so that they flourished
- Achieved outcome of Michigan and North Carolina Teacher's High Student Growth Distinctions
- Offered individualized tutoring to assist students who needed help or support, outside required duties

EDUCATION

Indiana University, Kelley School of Business, Bloomington, IN

May 2023

Master of Business Administration GPA 3.58/4.00

- Concentration: Business Analytics: Relevant coursework includes Leading Organizations, Quantitative Analysis, Operations Management, Strategic Management, Business Econometrics, Strategic Thinking, Project Management, Simulation and Optimization in Business Analytics
- Awarded winning team at the 2021 MBA Data Jam Contest
- Received Kelley School of Business Merit Scholarship

Western Michigan University, Kalamazoo, Michigan

April 2005

Master of Arts in Educational Leadership GPA 3.95/4.00

- Excelled at leadership curriculum engagement, graduated summa cum laude
- Relevant coursework: Educational Leadership, Supervision, Personnel Administration, Systems Thinking

Calvin University, Grand Rapids, Michigan

May 2000

Bachelor of Arts in Education, Math & Language Arts

- Studied in the UK: English Language by Rail; Participated in Gospel Choir, enriching college experience
- Received Calvin University Merit Scholarships

ADDITIONAL

- Technical: Microsoft Suite, Pivot Tables, Tableau, engaging SQL, learning Python
- Volunteer work at community food bank, nursery at church, regional symphony orchestra
- Personal interests: Genealogy, puzzles, architecture, games with friends, historical mystery novels