

# KIRSTEN ADAMS, M.ED, MBA 919.609.7392 | kiradams06@gmail.com | linkedin.com/in/kiradams06 | kiradams06.github.io

Diligent product/project manager with expertise spanning 20+ years in education. 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 | 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 of 10 published economic impact illustrate to share 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, 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 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

## Additional

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

**Technical:** Microsoft Suite, Pivot Tables, Tableau, Power BI, SQL, Python (beginner)

**Volunteer work:** Community food bank, childcare, regional symphony orchestra

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