Kirsten Adams, m.ed, mba, msba

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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