Experience

Kirsten Adams  
M.ED, MBA

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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.

**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

Skills

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

# Additional

Technical:

* Excel Professional Development 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

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