

ADAM MCMICHAEL

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EDUCATION

Master of Arts - Leadership

May 2021 • Truman State University

BFA- Visual Communications

May 2015 • Truman State University
Business Administration Minor

CORE COMPETENCIES

Project Management
Strategic Planning
Process Improvement
Contract Negotiation
Change Management
Customer Service
Budget Management
Adobe Creative Suite
Google Apps
WordPress / HTML / CSS
Microsoft Suite / Project / Visio
Trello / Slack
Social Media
EMS Scheduling Software

HONORS

Eagle Scout
19:20 EM Violette Outstanding Advisor

COMMITTEE INVOLVEMENT

Campus Streaming Service RFP
Campus Apparel Vendor RFP
Concert Production RFP
Alumni Satisfaction Strategic Plan Metric Group
Strategic Plan Advising Focus Committee
Information Technology Advisory
Staff Council
Truman (Welcome) Week and Move-In Day
Truman Sesquicentennial Celebration
Missouri Partners in Prevention
Program Advisor - Hiring (Chair)
Student Union Technology Renovation RFP (Chair)
Digital Marketing Specialist/Videographer - Hiring
Program Advisor - Hiring

ADDITIONAL WORK EXPERIENCE

Conferences and Events Graduate Assistant

Truman State University, Kirksville, MO
January 2016 to June 2016

Sales Consultant

Best Buy, Kansas City, MO
December 2015 to April 2016

Junior Print Production Designer

Barkley - Collective Studio, KCMO
August 2015 to October 2015 (Full time temp)

Experienced professional with 5 years of demonstrated success. Expert in customer service, contracting, analysis, problem solving, and strategic planning. Skilled in process improvement, cross functional collaboration, and project management. Articulate communicator and one who thrives in results-driven, collaborative environments. Passionate about emerging technologies and dedicated to developing relationships, exceeding expectations, and enhancing services to improve efficiencies.

PROFESSIONAL EXPERIENCE

Assistant Director - Union & Involvement Services Truman State University, Kirksville, MO
December 2018 to Present

Responsibilities Including Program Advisor for Campus Activities Duties

- Supervised and mentored 4 professional staff and 80+ student employees, developed leadership style focused on empathic listening to unify efforts and enhance relationships
- Optimized departmental contract process, solicited quotes, authored documents, evaluated bids, recommended action, and enhanced vendor, partner, and stakeholder relationships throughout communication, negotiation, and contract process for services, events, and talent
- Built collaborative partnerships across campus, coordinated teammates to provide campus programs designed to build community, foster engagement, and boost student persistence
- Coordinated oversight, planning, and spending approval of over \$600,000 in annual student fee, operational, employment, and capital budgets and facilitated budget planning and analysis to prioritize spending, allocation, savings, and revenue generation
- Developed positive departmental dynamics through oversight of interview, selection, and hiring of professional staff, student employees, volunteers, and organization members
- Administered campus scheduling database and reservation platform including user access oversight, processing functions, as well as development and analysis of usage report data to guide space and service allocation for internal and external constituents
- Collaborated on creation of modernized student organization chartering process to firmly protect students' first amendment rights and increase inclusive access to resources
- Initiated redefinition of campus life engagement through primary coordination and oversight of all engagement initiatives and departmental reorganization, provided support for Greek Life team and Greek Week coordinator, and broadened scope of departmental involvement efforts
- Served as the department liaison for contracting, led and served on bid and RFP teams, provided procurement guidance to administrative assistant in payment, requisition, and use of University purchasing card for all departmental expenses while maintaining responsibility for spending approval and financial resource oversight and planning

Program Advisor for Campus Activities Truman State University, Kirksville, MO

June 2016 to December 2018

- Enhanced customer services and partnership with IT and procurement departments through management of all phases of extensive technology renovation project in key Student Union Building spaces leading to increased usage requests for departmental facilities
- Implemented process improvements in oversight of production and technology team and management of all AV equipment for numerous events across campus while collaborating with other event management, building crew, student and professional partners
- Contributed strategic support and program management as advisor of the Student Activities Board through planning of multiple events from large scale concerts and comedians, interactive attractions, and DIY events to serve the student body with diverse entertainment
- Championed inclusion, community, and school pride as Homecoming Committee advisor
- Prioritized student, talent, staff, and equipment safety through creation and review of risk management matrices evaluating five risk types and security planning guides
- Created and managed a student design, marketing, and website development team with responsibility for all department marketing communications including large format printing, video production, and copywriting