

# Jamie Adams

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3109 Lamar Drive, Lexington, KY 40502

## EXPERIENCE

### **New Product Development Lab Coordinator**

Valvoline, Inc | Lexington, KY | July 2014 - Current

- Handle all administrative tasks for the lab including payroll and purchasing.
- Process all payments, AFEs, purchase requisitions and purchase orders for lab.
- Assist Lab Manager in maintaining all incident reporting, audits, and compliance issues in VTRAC software.
- Serve as the Learning Management Software (LMS) administrator for the Lab.
- Coordinate meetings, lab tours, and training for lab employees, customers, and guests.
- Provide on-site training to visitors entering lab.
- Assisted in creating new training matrix for Lab during 2GC Separation.
- Provided assistance and coordination during 2GC Separation regarding rewriting of lab policies and procedures.
- Participated in four audits of the New Product Development Lab (3 external, 1 internal).

### **Administrative Coordinator to the Chief of Staff**

Commonwealth of KY- Economic Development Cabinet | Frankfort, KY | July 2011 - June 2014

Provided administrative assistance to the Cabinet's Chief of Staff and Legal Services Division.

Coordinated all procurement for legal department (solicitations, bids and approvals).

Assisted with contracts and procurement for Cabinet (Commonwealth's eMARS system).

Maintained legislative files, records and correspondence.

Maintained department calendars and schedules. Scheduled all meetings, including audio/visual setup.

Coordinated travel arrangements and reimbursements for staff members.

Created and maintained database for all on-going legal services and contracts that are open with the Cabinet.

### **Director of Volunteer Services**

American Red Cross | Lexington, KY | April 2010 - July 2011

- Recruited, trained and managed over 300 chapter volunteers.
- Provided volunteer administrative support to eight community chapters in Eastern Kentucky.
- Organized and attended resource and health fairs to promote organization.
- Planned and executed large-scale events for volunteers and the organization.
- Recruited and supervised interns and students.
- Maintained database of all volunteers and volunteer activity to track volunteer and program development.

### **Director**

CASA at Woodlawn | Danville, KY | May 2006 - April 2010

- Increased the number of volunteers from ten to 44 three years.
- Successfully secured over \$150,000 in local and national grants for the program.
- Organized and executed annual fundraisers and events that have produced \$140,000 in funds for the program.
- Provided training to volunteers and board members through web-based services, printed materials and in-service.
- Managed program budget and payroll, including 501c3 status and all program financials.
- Represented agency within the community to promote child welfare and family services and conducted various speaking engagements.

### **Volunteer Coordinator**

CASA of Lexington, Inc | Lexington, KY | September 2005 - May 2006

- Managed CASA volunteers, planned training and managed court cases.
- Liaison to community organizations and events.
- Assisted with fundraising and grant writing efforts.

## EDUCATION AND TRAINING

**Bachelor of Arts:** Government, History

Centre College | Danville, KY | May 2003

Notary in the Commonwealth of Kentucky

## SKILLS

- Training and development
- Advanced MS Office Suite knowledge
- Overseeing office activities
- Tracking documents
- Event coordination
- Developing slide presentations
- Meeting planning

## CERTIFICATIONS

Notary Public- Commonwealth of Kentucky