

Leadership Development: Lead Designer & Trainer

Self-Employed / Independent Contractor

Dates Employed: October 2018 – Present

Lead Program Designer & Trainer: Empowering leaders and management teams with the essential skills to invest in great culture, build world-class teams and tap into their hidden potential. Adam offers expert support for designing and launching virtual trainings with a focus on developing relational skills and improving culture. Engagements include in-house trainings, professional development programs and company retreats.

Fiscal Monitoring & Advisory Services (Federal Grant Administration)

Self-Employed / Independent Contractor

Dates Employed: Nov 2018 – Jun 2020

Location: Remote Work & Arizona (Statewide)

Fiscal Consulting and Advisory Services: Fiscal monitoring and technical support for healthcare agencies and administrative entities funded by a Federal or sub-award under the Ryan White Care Act for the Arizona Department of Health Services. Professional services include developing training resources, running live and virtual trainings, jurisdictional planning, fiscal monitoring (remote & onsite), coordination and technical assistance to sub-grantees.

Grants & Contracts Administrator

Employer: Southern Arizona AIDS Foundation

Dates Employed: Sep 2016 – Mar 2018

Location: Tucson, Arizona

Grants & Contracts Administrator: Fiscal monitoring, reporting, training and supervision for grant-funded activities as well as administration and reporting for donor-designated activities. Operational oversight and liaison between Executive Team, Directors and Program Supervisors.

See RESUME for additional experience.