



Janis L. Adams, CRM Principal

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<p>OVERVIEW</p>	<p>Ms. Adams is a Certified Records Manager (CRM) with 30+ years of experience in the professional records and information management field. She was instrumental in developing and managing the every expanding corporate wide records management program for Albertsons, a major retail chain. As a consultant she has teamed with other consultants to assist clients to achieve Information Governance compliance by updating and implementing internal records management processes and procedures that allow clients to achieve the financial benefits that come to a company with a companywide information management program.</p> <p>Ms. Adams experience includes developing or updating records retention policies, schedules, classification schemes, file plans, taxonomies, processes and procedures for tracking company records, inventorying and classifying large records inventories, RIM software implementation, employee training, records storage planning and relocations along with other related activities.</p>
<p>CONSULTING PROJECTS</p>	<p>As a consultant Ms. Adams has participated in Records Management projects for the following entities:</p> <p>CHEMICAL INDUSTRY</p> <p><u>KMG Chemical</u> - A global supplier of specialty chemicals and products for the electronics, wood treating and lubricants markets.</p> <p><u>KoSa</u> - Manufactured commodity and specialty polyester products as part of four global businesses: Packaging Resins, Technical Fibers, Textile Fibers and Intermediates and Polymer.</p> <p><u>NOVA Chemicals</u> – Multinational company producing polyethylene, styrenic polymers, monomers, and a variety of coproducts.</p> <p>ENERGY INDUSTRY</p> <p><u>Burlington Resources</u> - American oil and gas company headquartered in Houston, Texas and acquired by ConocoPhillips.</p> <p><u>Frontier Drilling</u> - A private land drilling contractor.</p> <p><u>Plains Exploration and Pipeline</u> - American petroleum company based in Houston, Texas acquired by Freeport-McMoRan</p> <p><u>Cleco</u> – An energy services company headquartered in Pineville, Louisiana. It operates a regulated electric utility company that serves approximately 281,000 customers across Louisiana.</p> <p><u>East River Electric</u> – a power supply coop that delivers wholesale power to 25 member electric distribution systems in eastern South Dakota and western Minnesota serving more than 92,000 homes and businesses and about 250,000 consumers</p> <p><u>SnoPud</u> – Snohomish County Public Utility District is a public utility providing power to 325,000 customers in Snohomish County and on Camano Island, Washington</p> <p><u>Southwestern Energy</u> – the third largest producer of natural gas in the US Lower 48, explorers and producers, and Midstream Services providers.</p> <p>GOVERNMENT</p> <p><u>Idaho State Liquor Dispensary</u> – Idaho State Liquor Division provides control over the importation, distribution, sale, and consumption of distilled spirits; curtails intemperate use of beverage alcohol; and responsibly optimizes the net revenues to the citizens of Idaho.</p> <p><u>State of Wyoming</u> - Government Agencies within the State</p>

	<p>MANUFACTURING INDUSTRY <u>FMC Technology</u> – an American provider of equipment and services for the energy industry</p> <p>MINING & MINERAL INDUSTRY <u>Phelps Dodge</u> –An American mining company acquired by Freeport-McMoRan and now operates under the name Freeport-McMoRan Copper & Gold</p> <p>SALES INDUSTRY <u>Herbalife</u> – American multinational multi-level marketing corporation that develops, markets and sells nutrition supplements, weight management, sports nutrition and personal-care products <u>Melaleuca</u> – Largest online wellness shopping club</p> <p>PHARMACEUTICAL INDUSTRY <u>PCCA</u> - provides independent pharmacists with a complete support system for compounding unique dosage forms</p>
<p>EXPERIENCE</p>	<p>Ms. Adams experience in both the corporate and private consulting arena include the following:</p> <ul style="list-style-type: none"> Records Retention Schedules, Policies and Procedures Design and Application of Classification Schemes, Taxonomy and File Plans Employee and Management Training Records Appraisal, Identification and Storage Onsite and Offsite Records Inventory Control and Tracking Records Destruction Programs Legal Holds Procedures Historical Records Identification Vital Records Programs Risk Assessments and Audits Rim Software Implementation Oversight Executing The Consolidation Of Acquired Companies’ Records With Established Company’s Records Design, Relocation And/or Set Up Of Both Onsite And Offsite Records Storage Locations Facilities Management And Planning Remote Or Outsourced Records Center Management Budgeting And Employee Management
<p>EDUCATION CERTIFICATIONS SKILLS</p>	<p>Certified Records Manager (CRM) 25 Years as a Corporate Records Manager Afterburners management training / supervisory skills training MS Access, MS PowerPoint, MS Excel, MS Word, MS Outlook, MS Project RIM Software – Versatile, Tower-Trim, OPUS, Extempore’ (Oracle) Boise State University / Treasure Valley Community College</p>
<p>PROFESSIONAL</p>	<p>Member of ARMA International and the Institute of Certified Records Managers ARMA – yearly national and regional educational conferences ARMA Chapter Member of the Year (3 times) ARMA Chapter Newsletter Editor (Past) ARMA International Educational Foundation Trustee (Past)</p>