# RACHEL CHIDESTER

**PROGRAM MANAGEMENT | RESEARCH & EDUCATION OPERATIONS | HEALTHCARE EXPERIENCE**

Royal Oak, Michigan • rchidest@gmail.com • linkedin.com/in/rachelchidester/

## PROFESSIONAL PROFILE

Program manager with clinical and technology experience coordinating international scientific research and educational programs. Skilled in multi-program operations, stakeholder engagement, fellowship recruitment, research-project funding and reporting, data analysis, and process improvement. Combines a healthcare foundation with Power BI, Dynamics CRM, Excel, and Microsoft Power Platform.

## CORE SKILLS

Program & Project Management • Research Operations • Educational Programs • Stakeholder & Partner Relations • Cross-Functional Collaboration • Recruitment & Onboarding • Funding & Contracts • Data Reporting & Power BI • Process Improvement • Risk & Incident Management • Training & Mentoring • Clinical Technology

## PROFESSIONAL EXPERIENCE

### Earthwatch Institute — Program Manager / Senior Program Coordinator

2021–Present

Progressive roles; contract-based since February 2026

- Coordinated multi-stage international research and educator programs, aligning field researchers, facilitators, partners, timelines, and program logistics.
- Managed scientific-project budgets and contracts representing approximately $300,000 in annual funding; supported donor and funder reporting.
- Coordinated fellowship recruitment and onboarding for 200+ applicants per cycle, including outreach, reviews, interviews, communications, and program deliverables.
- Built and improved Power BI participant-survey reporting; used Dynamics CRM and Excel for records, tracking, and data-informed program decisions.
- Standardized communications, reminders, shared trackers, and workflows, contributing to a 20% reduction in administrative time.
- Mentored 10+ coordinators, created briefing resources for 100+ volunteers, and supported incident response as U.S. Duty Officer.

### Synapses IOM — Intraoperative Neuromonitor

2018–2021

- Supported 500+ surgeries through real-time neurophysiological monitoring and communication with physicians and surgical teams.
- Set up, tested, and troubleshot specialized clinical technology; supported colleague training and clinical relationships.

### NovaCare Rehabilitation — Certified Athletic Trainer

2014–2018

- Assessed injuries and coordinated rehabilitation planning, emergency response, clinical records, and scheduling with physicians and interdisciplinary teams.

## EDUCATION & CERTIFICATION

MA, Exercise Science — Central Michigan University (2012) | BS, Athletic Training — Eastern Michigan University (2010)

Microsoft Certified: Power Platform Fundamentals (PL-900) — Issued 2026