Rachel Clegg

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Professional Summary

Project analyst and scientific review professional with 15 years of experience supporting complex research programs, coordinating project activities, and strengthening communication across scientific, technical, and operational teams. Recognized for steady judgment, clear communication, and reliable follow-through. Brings adaptability and resilience developed through nearly a decade as a military spouse, contributing to effective performance under unpredictable or high-pressure conditions.

Core Competencies

- Project Coordination and Task Leadership
- Business evaluation and quality assurance
- Process Improvement and SOP Development
- Cross-Functional Team Communication
- Technical Writing and Documentation
- Workflow and Resource Planning
- Requirements Elicitation and UAT
- Data Review and Reporting

Professional Experience

Project Analyst (Project Task Lead) | March 2026 – Present

General Dynamics Information Technology (GDIT), Remote

Supports 8 federal scientific review programs by coordinating project activities, maintaining clear communication across scientific, technical, and administrative groups, and ensures timely, accurate preparation of program materials and deliverables. Contributes to operational planning, guides daily team activities with three different project managers and scientific review managers, and strengthens overall workflow efficiency.

- Serves as the primary internal contact for operational inquiries and reviewer support needs.
- Tracks project tasks and resource requirements across multiple task orders.
- Manages structured evaluation workflows with strict timelines and detailed documentation.
- Provides daily operational guidance to team members.
- Reviews complex technical materials to ensure accuracy and quality.
- Monitors application compliance and prepares related program reports.

- Produces scoring reports, compliance documentation, correspondence, and other deliverables.
- Participates in AI pilot development and testing to assess operational usability, validate outputs, and refine tool performance.
- Oversees documentation and review procedures within structured, compliance-driven environments.
- Translates detailed information across diverse teams to maintain clarity and alignment.
- Coordinates reviewer engagement, meeting preparation, and logistics.
- Supports virtual and onsite peer review panel operations.

Scientific Review Analyst | June 2011 – March 2026

General Dynamics Information Technology (GDIT), Frederick, MD

This position supported up to 24 programs as a project support specialist for the 6 Scientific Review Managers and 4 project managers responsible for overseeing the scientific integrity and management of peer reviews for medical research grants submitted to the Congressionally Directed Medical Research Programs.

- Tracked and managed scientific-management deliverables and tasks.
- Developed and maintained Gantt charts to schedule work for teams of 20+ employees.
- Maintained and improved proprietary databases, software tools, and standard operating procedures.
- Created workflow processes, SOPs, and documentation that strengthened operational consistency.
- Modernized outdated tasks to streamline workflows and increase efficiency.
- Advised teams on strategies to improve productivity across diverse mission areas.
- Responded quickly to emerging issues or dynamic conditions affecting award programs.
- Supported contract recompete efforts by preparing materials and conducting data analysis.
- Coordinated communication across science management, P2RMIS IT, project management, project production, and editorial teams.
- Facilitated medical peer review conferences and provided dependable, professional support.

Education

- M.S., IT Project Management – American Military University – 2023
- B.A., English (Writing Concentration) – Shippensburg University – 2009