

BIDISHA GANG

Chicago, Illinois | (708) 580-2475 | bgang3@uic.edu | www.linkedin.com/in/bidishagang

SUMMARY

A motivated professional with diverse experience and skill set in Business development, Digital Product development, Program Management, Grant Writing, Epidemiological methods, Data Analysis and Research Reporting. Ability to lead and work successfully in multidisciplinary teams. Organized and dependable, successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals. I believe having a growth mindset, a business owner approach, deep curiosity, interdisciplinary knowledge, empathy, and a love for teamwork makes me an ideal candidate to drive projects to success.

PROFESSIONAL EXPERIENCE

Senior Research Specialist (Center Coordinator), GLC-OHS, UIC School of Public Health, Chicago, IL, USA

(December 2022 – Present)

- Work and communicate with the Grant sponsor, Principal investigator, Program directors, Graduate researchers and Trainees supported by the grant to ensure all activities of the center follow the CDC/HHS guidelines.
- Implement program evaluation metrics and prepare periodic reports for the sponsor and leadership.
- Create and implement workforce development programming in collaboration with center leadership to support the mission and vision of grant sponsor.
- Establish tracking frameworks for trainee success in the program.
- Collaborate with business manager and grant manager to create the budget and disburse the funds.
- Strategize, develop, and oversee the center's social media presence, ensuring platforms are utilized for outreach, engagement, and showcasing programs and achievements.
- Principle contributor in developing specific research project requirements, performing complex study and data collection, conceptualizing, initiating, and executing research goals for the project.
- Coordinate and direct lower-level research staff's work and research tasks and monitor Institutional Review Board (IRB) submissions, continuations, and approvals.
- Administer the Pilot Project Research Training program, including creating and disseminating the funding announcement, managing proposals, scheduling the proposal review session, and facilitating the disbursement of pilot grant funds.
- Co-instructor for Environmental and Occupational Health Sciences 495 course. Establish key class objectives, curriculum development, grade assignments and manage the blackboard site. Actively engage with students in-person and virtually.
- Engage and collaborate with SMEs to organize Continuing Education speaker events.
- Cultivate relationships with businesses, professionals and organizations to identify opportunities for community engagement, mentorship and graduate training.
- Attend necessary HIPPA, Ethical, NIOSH, Grant management and Compliance trainings.

Business Consultant, Reliable Chauffeur, Chicago, IL, USA

(February 2023 – Present) Part-time

- Develop and manage project plan, timelines and budget.
- Lead cross-functional team to ensure successful project delivery.

Graduate Research Assistant, UIC School of Public Health, Chicago, IL, USA (March 2022 – December 2022)

- Program Coordinator responsible for administrative tasks, budget planning, assisting with planning curriculum, strategy development, overseeing research projects and IRB process.
- Create Graduate survey, Stakeholder survey, SME interviews, Literature Review, and report findings for Needs Assessment part of NIOSH grant renewal.

COVID-19 Contact Tracer, UIC School of Public Health, Chicago, IL, USA (March 2022 – August 2022)

- Conduct COVID-19 surveillance via telephonic interview, use REDCap survey to record responses and collaborate with teammates in a fast-paced environment.

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Research Assistant (Intern), Mile Square Health Center, Chicago, IL, USA (May 2021 – December 2021)

- Conduct independent research study including IRB application, data collection, cleaning, analysis, interpretation, and reporting using SAS ensuring Good Clinical Practice guidelines and regulations are met.
- Data entries and extraction using Electronic Health Records EPIC and Dentrrix.
- Work with senior leadership on establishing standard operating procedures for interdisciplinary collaboration between dental and medical professionals at the center.

Associate General Dentist, Dentalwiz, Pune, Maharashtra, India (July 2016 – November 2017)

- Perform Patient diagnosis, treatment planning, record keeping, dental photography and consultations.
- Perform preventative and restorative dental procedures on kids and adults.
- Office management including inventory, scheduling, EHR implementation, training staff and developing digital marketing strategy.
- Redesign clinical workflow and standardize procedures to increase collaboration and efficiency.

Dental Intern, Bharati Vidyapeeth Dental College and Hospital, Pune, Maharashtra, India (May 2015 – June 2016)

- Perform clinical duties during rotational internship.
- Conduct independent research project and assist in research activities.

EDUCATION

MPH (Epidemiology) and MBA (Entrepreneurship), School of Public Health, University of Illinois Chicago

GPA: 4.00 (December 2022)

Bachelor of Dental Surgery, Bharati Vidyapeeth Dental College and Hospital, Pune, Maharashtra, India

GPA: 3.69/4.00 (2017)

SKILLS

- Statistical Analysis System (SAS), MS Office, Epic, Dentrrix, Google Suite, Competitive Analysis, Qualitative and Quantitative Research, Project/Program Management, Survey Design, Report Writing, Data Entry, Budget Management, Regulatory Compliance, Grant Writing, Course Planning.
- Critical thinking, Written communication, Research study, Motivational interviewing, Problem Solving, Conflict resolution, Negotiation, Training and Mentoring, Resource Allocation, Cross-functional Collaboration, Stakeholder Engagement.
- Languages – English, Hindi, Marathi, Gujarati.

PUBLICATIONS

Applications of Tissue Engineering in Oral and Maxillofacial Surgery (January 2017), International Journal of Current Research

CERTIFICATIONS AND AWARDS

- Public Health Leadership Certification – UIC (December 2020)
- Managing Conflict – UIC (November 2020)
- Advanced Learner Award- 1st and 2nd Year of Dental School.

IMPACT WORK

- **Affinity Fund Member**, Young Leaders Fund, Chicago Community Trust (September 2022 – May 2023).
- **Student Representative for School of Public Health** - UIC Mental Health Task Force (January 2021 – December 2022)
- **Chief Dentist**, Himalayan Health Exchange (June-July 2017).