

SYDNEY WHILDEN

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Professional Summary

Senior-level laboratory and program manager with 3+ years leading multidisciplinary teams in satellite mission development, orbital systems research, and academic AI initiatives. Proven success in managing 200+ researchers, securing funding, optimizing lab operations, and delivering space-technology research outputs. Adept in spacecraft systems engineering, technical documentation, and cross-functional collaboration. Alternatively qualified for entry-level legal assistant roles requiring research, documentation, compliance, and high-accuracy administrative support.

Core Competencies

Space Systems Engineering | Orbital Simulation (STK 11) | Satellite Mission Development | Spacecraft Systems | Mission Operations | Configuration Management | Technical Documentation | Legal Transcription | Document Review | Records Management | Confidential Information Handling | Regulatory Compliance | Evidence Documentation | Legal Formatting Standards | Python | MySQL | Ruby | HTML | CSS | LaTeX | Microsoft Office | Google Workspace | Notion | Obsidian | Typing 100+ WPM | Process Improvement | Research | Data Management

Professional Experience

Laboratory Manager

01/2022 to 10/2025

Small Satellite Research Laboratory (SSRL) – University of Georgia

- Directed operations across three active satellite missions, overseeing systems engineering workflows, documentation, and cross-functional coordination to advance spacecraft development.
- Supervised and mentored 200+ student researchers, improving project throughput, task ownership, and mission-readiness tracking through structured coaching and performance systems.
- Authored three funded grant proposals and built lab-wide infrastructure—including Notion-based documentation, HR systems, and financial/inventory controls—reducing information gaps and strengthening long-term organizational continuity.
- Instructed and led an AI-driven academic research team of 12 students, producing novel findings on neural radiance fields (NeRF) and elevating the lab's research capabilities.

Transcriptionist

07/2020 to 10/2020

Copytalk Business Services

- Transcribed high-volume financial advisor dictations with near-perfect accuracy, ensuring compliance with strict formatting and regulatory requirements.
- Maintained confidentiality of sensitive financial and client information, adhering to all applicable data protection standards.
- Achieved 100+ WPM typing speed and leveraged macros to streamline workflow, consistently meeting or exceeding daily production targets.
- Supported operational efficiency by managing multiple transcription projects simultaneously, maintaining deadlines and quality standards under pressure.

EDUCATION

M.S., Physics

University of Georgia | 2019 – 2022

B.S., Physics & Astronomy

Minor: Comparative Literature

University of Georgia | 2015 – 2019

CERTIFICATIONS & PUBLICATIONS

- NASA Proposal Writing and Evaluation Experience Certificate | 2024
- Conference Paper, Small Satellite Conference (2022):
Spectral Ocean Color: Lessons Learned from the University of Georgia Small Satellite Research Laboratory's First Satellite

References

References available upon request.