Iyanna Boatwright-Buffaloe

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https://iyannabuffaloeportfolio.netlify.app

PROJECTS

Mock Anxiety & Daily Functioning Study
04/2026 - Present

To enhance my understanding of REDCap, I built a mock longitudinal study. It features five instruments, three study visits, branching logic, calculated scoring, and a complete participant dataset entered from intake through final visit.

InboxIQ
02/2026 - Present

An automated email triage tool that reads incoming messages, categorizes them, and routes each one to the correct Trello list — eliminating the need for manual inbox management. Includes a live demo site for real-time simulation.

Both projects can be located at https://iyannabuffaloeportfolio.netlify.app

WORK HISTORY

Children's Hospital of Philadelphia • Philadelphia
06/2022 - 06/2023

Institutional Review Board (IRB) Analyst 1

- Reviewed and evaluated research protocol submissions for compliance with federal regulations across social, behavioral and biomedical research portfolios.
- Tracked and maintained protocol data across internal systems, and coordinated directly with investigators to resolve submission issues and keep records current.

University of Pennsylvania • Philadelphia
02/2020 - 06/2022

Institutional Review Board (IRB) Administrative Coordinator

- Ran recurring board meetings from start to finish: scheduling, agendas, materials prep, minute-taking, and distributing follow-up actions to stakeholders.
- Maintained compliance and regulatory records for research protocols in accordance with federal requirements (45 CFR 46, Common Rule), ensuring data integrity and audit readiness.

School District of Philadelphia • Philadelphia

Substitute Teacher - Current Position

EDUCATION

Bachelor's in Computer Science
University of Pittsburgh • Pittsburgh, PA
08/2014 - 04/2019

SKILLS

- Data coding & quality assurance
- Federal research compliance (Common Rule, IRB, 45 CFR 46)
- Microsoft Office Suite (Word, Excel, Outlook)
- Project Management Software (Trello, Jira)
- Qualitative & quantitative data analysis
- REDCap
- Survey design & instrument development