

BRIANNA HARLEY

Boston, MA | Personal Phone:(857)-309-6622 | Email: harleybrianna3@gmail.com

PROFESSIONAL SUMMARY

Healthcare and public health professional with 5+ years of experience across clinical-care, health research, and healthcare administration. Experienced in data collection , process improvement, regulatory compliance, and cross-functional collaboration within hospital and academic settings. Currently pursuing an M.S. in Health Policy & Management with a concentration in Policy & Management, with a strong interest in healthcare strategy, consulting, policy analysis, and healthcare operations.

EDUCATION

Master of Science: Policy & Management

Georgia State University| Expected Spring 2028

Bachelors of Science: Health and Exercise Science

University of Massachusetts Boston| Spring 2025

RESEARCH EXPERIENCE

Undergraduate Research Assistant | Fit Together Research Study (January 2023-December 2024)

- Conducted semi-structured pre-screening interviews with underserved adults with hypertension and Type 2 diabetes to evaluate study eligibility and collect accurate participant data.
- Applied standardized screening and data-collection protocols to support consistent, reliable research data across participants.
- Utilized Qualtrics and Google Workspace to organize participant information and support study documentation and data management.
- Applied structured coding methods to organize qualitative information and contribute to analysis of behavioral health interventions.
- Collaborated with multidisciplinary research team members to evaluate eligibility criteria, resolve protocol questions, and maintain study consistency.
- Maintained strict IRB requirements related to informed consent, participant safety, confidentiality, and ethical research practices.

Undergraduate Research Assistant | Effects of tDCS Intervention on Vascular Mechanisms & Balance in Older Adults (Type 2 Diabetes & Alzheimer's) (January 2024-May 2024)

- Conducted pre-screening interviews with 15+ participants and communicated study eligibility criteria and protocols to prospective participants.
- Collected, organized, and reviewed participant data to support accurate analysis and timely reporting.
- Collaborated with research team members to implement standardized study protocols and address participant and operational needs.
- Managed tDCS research equipment according to established safety, usage, and storage procedures.
- Maintained compliance with IRB and research protocols, supporting ethical study implementation and data integrity.

PROFESSIONAL EXPERIENCE

Clinical Care Tech / Unit Coordinator | Tufts Medical Center (12/2022 – Present)

- Coordinate daily clinical and administrative operations for a 24-bed neurology, trauma, and urology unit, supporting care delivery for 20+ patients per shift in a high-volume hospital environment.
- Identify workflow and communication inefficiencies affecting nursing and support staff and recommend process improvements to strengthen coordination, shift coverage, and operational efficiency.
- Monitor unit resources and supply needs, proactively identifying gaps and implementing solutions to minimize operational disruptions and maintain continuity of care.
- Collaborate with nurses, physicians, patient care teams, and administrative staff to coordinate patient needs, prioritize competing demands, and execute care plans.
- Maintain accurate and timely documentation in Epic EMR while adhering to HIPAA, hospital, and regulatory requirements, supporting operational continuity and audit readiness.
- Apply clinical protocols and organizational policies in fast-paced situations, including emergency response and high-acuity patient care.
- Serve as a frontline perspective on healthcare delivery, identifying operational barriers and opportunities to improve patient flow, communication, and resource utilization

Medical Assistant – OB/GYN | Boston Medical Center (08/2024 – 05/2025)

- Supported clinical operations across five specialized OB/GYN clinics serving high-risk, adolescent, refugee, and underserved patient populations.
- Coordinated patient workflows and administrative processes in a high-volume outpatient environment, supporting efficient delivery of care across multidisciplinary teams.
- Worked with clinicians and support staff to coordinate complex patient needs, strengthening cross-functional communication and care coordination.
- Developed practical understanding of healthcare access barriers affecting vulnerable populations, including socioeconomic, transportation, language, and system-level barriers.
- Maintained accurate HIPAA-compliant documentation in Epic, supporting regulatory compliance, data integrity, and audit readiness.
- Performed diagnostic testing, phlebotomy, and specimen processing in accordance with CLIA, OSHA, and organizational standards.

Hospital Aide | Cambridge Health Alliance (01/2020 – 01/2022)

- Supported daily operations and direct patient care on a high-volume post-operative orthopedic unit serving 15+ patients per shift.
- Maintained accurate Epic documentation and followed clinical and organizational protocols to support continuity of care and regulatory compliance.
- Operated specialized clinical equipment according to established safety procedures.

School Nurse Aide | Cambridge Health Alliance (01/2020 – 01/2022)

- Supported implementation of COVID-19 testing, symptom monitoring, contact tracing through the Broad Institute, and case reporting in alignment with public health guidelines.
- Communicated health guidance and testing requirements to students, families, and staff, supporting adherence to public health policies.
- Collaborated with Cambridge Public Health and public health nursing staff to support disease prevention and equitable access to health resources.

CERTIFICATIONS : Certified Medical Assistant(BHCC), Biomedical Research(CITI), Good Clinical Practice (CITI), Key Personnel(CITI)

COMMUNITY ENGAGEMENT & LEADERSHIP

Student Member|American Public Health Association

Mentor | Big Brothers Big Sisters of Boston

Nominated Member Marketing Team BFSA| University of MassachusettsBoston

Social Media Manager-Exercise Health Sciences| University of Massachusetts Boston

Youth Intern | Mothers for Justice & Equality, Roxbury, MA