

YANIRA M. TAVARES

PROFESSIONAL PROFILE

Administrator with 10+ years of expertise in healthcare and higher education organizations experienced the management of the IRB and IACUC application processes, assisting researchers and research team members in completing forms and templates, communicating the determination of review type, compliance with research policies and procedures, contributions to and participation in compliance initiatives, process improvement and Research Administration optimization. Building strategic relationships within the institution, collaborations, and external parties.

AREAS OF EXPERTISE

- Administrative Policies & Practices
- Analytics & Documentation
- Clinical Research Support
- Customer Service
- Data Ethics
- Federal Research Compliance & Regulations
- Project Planning & Management
- Quality Assurance

EDUCATION

Mercy College, New York, NY

Master of Business Administration, Concentration in Managerial Analytics

May 2020

Thomas Edison State College, Trenton, NJ

Bachelor of Arts in Liberal Studies

PROFESSIONAL EXPERIENCE

Icahn School of Medicine at Mount Sinai, New York, NY

May 2010 – Present

IACUC Analyst, Institutional Animal Care & Use Committee

September 2017 – Present

- Administer semi-annual audits on the care and use of experimental animal programs in compliance with AAALAC & USDA inspections including research laboratories in five multi-site facilities
- Liaison with Grants and Contracts office to align experimental design with protocol reviews and approvals
- Manage database of survey responses for Occupational Health and Safety program (OHS)
- Maintain quality assurance as required Office of Laboratory Animal Welfare (OLAW)
- Manage intake of research protocols via electronic submission portal, IDEATE, and perform administrative review of Institutional Animal Care & Use Committee (IACUC) documents for committee review
- Assist chair and associate director to organize and plan bi-weekly committee meetings and other projects as assigned
- Maintain and update data bases including: FilemakerPro, InfoEd, IDEATE, TOPAZ, ELEMENTS, Tableau, Huron Click and Granite
- Supervise seasonal volunteers and interns

Institutional Review Board (IRB) Analyst I

January 2015 – August 2017

- Accountable for the pre-review of submissions for regulatory and ethical compliance
- Aware of AAHRPP standards and associated IRB Policy and Procedures as developed and refined to support human subjects program enhancement
- Compose and distribute correspondence to investigators/research teams
- Maintain documentation and records in accordance with requirements and ensures that all records are secured and properly archived
- Prepare IRB approval documents for Non-Committee Review
- Maintain computerized database for tracking purposes and coordinator in the electronic file system
- Special Project's as assigned

Administrative Assistant, Institutional Animal Care & Use Committee

October 2010 – December 2014

- Administer semi-annual audits of the care and use of experimental animal programs in compliance with AAALAC & USDA inspections including research laboratories at five multi-site facilities
- Liaison with Grants and Contracts office to align experimental design with protocol reviews and approvals
- Manage database of survey responses for Occupational Health and Safety program (OHS)
- Maintain quality assurance as required Office of Laboratory Animal Welfare (OLAW)
- Manage intake of research protocols via electronic submission portal, IDEATE, and perform administrative review of Institutional Animal Care & Use Committee (IACUC) documents for committee review
- Assisting Chair and Associate Director to organize and plan bi-weekly committee meetings and other projects as assigned
- Maintain and update data bases including: FilemakerPro, InfoEd, IDEATE, TOPAZ, and Granite
- Supervise seasonal volunteers and interns

Volunteer

May 2010 – September 2010

- Supported IACUC office with filing, answering employee inquires, composing approval letters, updating multiple databases, and completing various assignments as directed

CERTIFICATIONS

CITI Program: Core Compliance, Rigor, Reproducibility and Ethical Behavior in Biomedical Research, IRB Administrator, Basic Biosafety, Data Security & HIPAA Training, Export Compliance
LinkedIn Learning: SQL Data Reporting and Analysis, Tableau Essential Training

PROFESSIONAL AFFILIATIONS

Public Responsibility in Medicine and Research - PRIM & R
National Society of Hispanic MBA's

COMPUTER SKILLS

Microsoft Word, Excel, PowerPoint, Microsoft Outlook, FilemakerPro, InfoEd, IDEATE, TOPAZ, Erap, Tableau, Huron Click and Adobe Professional