

# Brittneylyn Fitzpatrick

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## Professional Experience

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**The Wyss Institute for Biologically Inspired Engineering  
At Harvard University, Boston MA  
Research Project Coordinator**

**December 2017- Present**

**Fractyl Laboratories, Lexington MA**

**July 2015- December 2017**

**Clinical Trials Associate, July 2017- December 2017**

- Supported the Clinical Operations team in the successful execution of assigned clinical trials, Revita 2, from protocol concept to clinical trial report, complying with international Good Clinical Practice (GCP) guidelines/regulations and Standard Operating Procedures (SOPs)
- Coordinated the preparation, collection and execution of confidential disclosure agreements (CDA)
- Set-up, updated and maintained clinical trial-related trackers such as regulatory documents, trial master file, startup progress, screening/enrollment, study invoices/payments, project budgets and others as necessary
- Requested, managed, distributed and tracked study supplies (Regulatory Binders, Study Reference Manuals & ancillary supplies)
- Assisted study sites with IRB/EC/Regulatory submissions and annual reports
- Coordinated and provided setup, and attended project meetings including: internal team, CRO / vendor meetings, support presentations, etc.
- Regularly reviewed documents to ensure adherence to Clinical Operations and/or project specific quality requirements (e.g. SOPs, work practices, training guides) as applicable

**Medical Affairs and Office Management Coordinator, November 2016-July 2017**

- Managed medical information requests, medical literature repository, and updated company bibliography
- Assisted with clinical data entry and analysis
- Planned scientific advisory board meetings and activities
- Attended medical conferences, assisted with conference presentations, and interacted with potential KOL's
- Aided in research of new therapeutic areas of interest with Associate Director of Medical Affairs

**Administrative Assistant, July 2015- November 2016**

- Managed office supplies/food and beverage vendors, security system, phone system, and IT Ticket system
- Co-managed office relocation (architecture/contractor/property management/ moving company supervision)
- Aided executive team with drafting and procuring signatures for non-disclosure and consulting agreements
- Updated Omnify with all legal and company sensitive documents
- Assisted with accounting, purchasing, HR, clinical, regulatory and quality assurance departments
- Planned all major company meetings and events

**Tri-Town Podiatry, Canton, MA**

**August 2013- June 2015**

**Medical Office Manager, August 2013-June 2015**

- Managed patient scheduling, registration, phone calls, doctor's schedule, electronic medical records, vendor meetings, billing/collection, office supplies, and retail stock
- Facilitated communication between patients and the doctor while demonstrating superior customer service
- Developed and supported office policies and procedures
- Implemented new electronic healthcare systems such as Practice Fusion and AthenaHealth
- Pioneered special projects such as designing print and digital marketing advertisements for the practice
- Initiated web presence using new digital marketing platforms such as social media and website

**Barnes and Noble College**

**September 2011-May 2012, August 2012-April 2013**

**General Manager, Lesley University Bookstore, Cambridge, MA**

- Led and managed a team of 8 people to increase store sales by 40%
- Interviewed, hired, and trained new staff members and conducted performance reviews
- Analyzed trends to facilitate planning and used IT to record sales figures for analysis forecast
- Ordered and designed clothing and other merchandise with brand name vendors
- Promoted the company by communicating with online platforms and working closely with the community

## Education

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**Brandeis University, Waltham, MA**

**Graduated May 2012**

Bachelor of Arts in Anthropology, College of Social Sciences