

**Taylor Binnix Baylus, MA, MPH**  
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**EDUCATION**

2021	Master of Public Health, Johns Hopkins Bloomberg School of Public Health	Baltimore, MD
2016	Master of Arts in Sociology, University of Memphis	Memphis, TN
2013	Bachelor of Arts in Psychology and Spanish (Minor: Dance), Elon University	Elon, NC

**RESEARCH****Research Program Manager, Center for Clinical Trials and Evidence Synthesis (CTES)****Department of Epidemiology, Johns Hopkins Bloomberg School of Public Health, Aug. 2019-Present****Baltimore, MD**

- Advance goals on research projects for classification criteria and clinical management of uveitis, age-related macular degeneration
- Track the Chairman's Office NIH applications and deadlines for projects with \$150k-\$350k annual budget; prepare mid-year and year-end reports and deliverables; quantify project accomplishments and deliverables; maintain up-to-date records
- Edit and revise journal publications; review drafts of grant applications and publications for accuracy; organize document versions
- Collaborate with internal stakeholders, the Center Director, Principal Investigators, the Coordinating Center, Research Administration, and Grants and Contracting to submit funding applications and execute large multicenter clinical trials
- Provide administrative and programmatic support for students, staff, and faculty; plan virtual retreats and events for up to 60 attendees; oversee working committee for CCTES curriculum redesign; align learning objectives for 7 courses in academic track
- Create, update, and manage CCTES web content through Drupal platform; author and data enter web content; write copy for CCTES projects, faculty profiles, and summaries; comply with processes, update and document changes; adhere to deadlines for the Centers and Institutes Website Transformation Project (CIWTP); organize feedback for ongoing web changes; manage events
- Develop workflow for shared email inbox and ticketing system with the CCTES Financial Manager and three colleagues; process and pay invoices, verify payment amounts, update subcontracts, troubleshoot with Accounts Payable and Research Administration
- Manage schedules, plan travel, prepare agendas, track meeting minutes, monitor action items, schedule monthly guest lecturers, track reimbursements, communicate announcements for 13 faculty members and 23 staff members; run 12+ weekly meetings

**Extrdepartmental Researcher, Johns Hopkins Bloomberg School of Public Health, Dec. 2021-Present****Baltimore, MD**

- Conduct risk factor analyses and predictive tests in Stata to understand trends in suicide from teens in Maryland public schools
- Analyze and present findings; draft journal publications; conduct complex and innovative statistical analyses
- Lead independent research team of data analysts and principal investigator in research pertaining to suicide clusters

**TEACHING****Course Co-Facilitator/Lead Teaching Assistant, Problem Solving in Public Health, Jan. 2020-Present****Baltimore, MD****Teaching Assistant/Grader, Biostatistics 621, 622, & 623, Johns Hopkins Bloomberg School of Public Health**

- Train students in Nominal Group Technique; mentor and tutor students; facilitate development in leadership and consensus-building skills; develop and edit curricular material, student resource sheets, TA instructional guides, and project roadmap
- Model team cohesion and build relationships within small groups of 6-8 students for collaborative project design and development; teach skill development for group decisions, compromising, time management, and prioritizing tasks
- Grade final reports and assignments; provide individualized feedback on writing and concepts; plan and execute online course delivery; lead orientation, manage team for 25 Teaching Assistants; develop and execute lesson plans; address student concerns

**Resume Consultant and Editor, Taylor Made Resumes, Jul. 2019-Present****Remote**

- Consult with prospective job applicants on resume development, writing, editing, formatting cover letters, professional portfolios
- Provide 1:1 training, tips, tricks, personalized customer service, tailored to each client's industry and unique professional goals
- Guide job seekers through brainstorming, organizing, and writing exercises to develop and market their professional skills
- Tutor four clients per month on job search strategies, salary negotiation, cover letter templates, ATS adherence and compliance

**COMMUNITY****Assistant Coach/Volunteer for the Towson Recreation Council Youth Ultimate Frisbee Clinic, Aug. 2022-Present****Towson, MD**

- Engage with 18 athletes (9-13 years old); plan practices; collaborate with three coaches; communicate with parents

**Volunteer Grandparent/Family member for Thread, Inc., Jan. 2018-Present****Baltimore, MD**

- Build relationships with 8 adult volunteers and/or 3 young adults (15-25 years old); set goals and reduce barriers for young adults
- Support young adults with managing personal finances, finding reliable transportation, scheduling appointments, following through