

**Taylor Binnix Baylus, MA, MPH (she/her)**  
**p: (410)693-0899 | www.taylorbinnix.com | e: taylormb@binnix.net**

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## RESEARCH PROGRAM AND PROJECT MANAGEMENT

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**Secretary, Bloomberg Staff Assembly, Johns Hopkins Bloomberg School of Public Health (Jan. 2023-Present)** **Baltimore, MD**

- Prepare policies, ROR, agendas, minutes, and reports for 36-member representative body; serve on Executive Committee; compile and represent constituent concerns from 1300 staff members to School Leadership; co-write memos, briefings, and publications
- Host half-day in-person retreat for Staff Assembly representatives; focus on strategic planning and team-building; prepare retreat agenda, events, materials, caterings, scheduling; delegate tasks on 5-person committee for event preparation; \$1500 event budget

**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/programmatic support for students, staff, and faculty; plan virtual retreats and events for up to 60 guests
- 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
- Schedule interviews for candidates with faculty search committee; manage SuccessFactors workflow and onboarding new hires

**Project Manager, Gender Equity Core, Data for Health Initiative, Department of Health, Behavior and Society (Jan. 2023-Present)**

**Extrdepartmental Researcher, Johns Hopkins Bloomberg School of Public Health (Aug. 2019-Dec. 2021)** **Baltimore, MD**

- Conduct risk factor analyses and predictive tests in Stata to understand trends in suicide from teens in Maryland public schools
- Analyze/present findings; conduct complex/innovative statistical analyses; prepare abstracts/presentations, draft journal articles
- Lead 4-person independent research team of data analysts and principal investigator in research pertaining to suicide clusters
- Analyze and code qualitative data pertaining to documentation of reliable and valid gender scales; assess the impact and use of scales published for gender constructs; make policy and process recommendations to strategic partners and organizational leaders
- Manage interdisciplinary and cross-functional team for updating gender scales repository; prepare project timeline and milestones
- Communicate projects, plans, and findings to non-technical audiences, senior leadership, international stakeholders, policy makers

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## TEACHNG, TRAINING, AND WORKFORCE DEVELOPMENT

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**Course Co-Facilitator/Lead Teaching Assistant, Problem Solving in Public Health (Jan. 2020-Present)** **Baltimore, MD**

- 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
- Facilitate work group; 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 (Jan. 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
- Tutor four clients per month on job search strategies, salary negotiation, cover letter templates, ATS adherence and compliance
- Improve job outcomes for job seekers; empower clients with tools for writing, editing, and updating resumes (industry-agnostic)

**Recruitment Coordinator, Johns Hopkins Center for Talented Youth (Jan. 2017-Aug. 2019)**

**Baltimore, MD**

- Managed a geographically-clustered caseload of 120+ school partners in year-round recruitment efforts; nurtured relationships
- Designed a fully-customized internal training module for industry testing in 2 months; compiled 35 documents into toolkit

**Research & Development Analyst/Job Developer, MPLOY Youth, City of Memphis (May 2015-Dec. 2016)**

**Memphis, TN**

- Supervised 5 Youth Specialists in managing caseloads of 50 students for summer youth employment; secured business partners
- Implemented electronic data capture system for applicants; planned and taught job-readiness training for youth and youth adults