

**Taylor Binnix Baylus, MA, MPH (she/her)**  
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## ACADEMIC AND RESEARCH PROGRAMS MANAGEMENT

### Assistant Director of Graduate Education, Department of Epidemiology (2023-Present)

**Johns Hopkins Bloomberg School of Public Health**

**Baltimore, MD**

- Optimize annual workflows for recruitment, admissions, enrollment, matriculation, academic programs, graduation
- Lead team of 10 in academic program management: <450 students enrolled per term, 75 masters students per year, 11-14 PhD students per cohort, 30+ departmental courses per term, 4 quarterly terms plus short-term institutes
- Provide strategic leadership alongside departmental Chairs' Office and Administration Office to implement programmatic & administrative changes, comply with the PhD Collective Bargaining Agreement, ratified March 2024
- Orient faculty who are new to teaching; process requests for changing course instructor of record; track faculty effort
- Integrate communications between Curriculum Committee, 8 Track Directors, Masters and Doctoral Program Directors, Course Coordinators, and schoolwide Academic Affairs to guide the academic mission & education programs
- Co-manage TA Program; revamp and educate about process for TA applications, TA assignments, TA vacancies; implement new Student Job Board for hiring TAs; analyze volume of TA support needed for hiring 30-50 TAs per term
- Coordinate flagship courses for epidemiologic methods and inference training with 50-400 students enrolled per term; accommodate up to 20 students with learning differences for in-class material and alternative exam formats
- Managed immediate team as interim leader through acute bereavement due to loss, engaged Crisis Support Team

### Research Program Manager, Center for Clinical Trials and Evidence Synthesis (CCTES) (2019-2023)

**Department of Epidemiology, Johns Hopkins Bloomberg School of Public Health**

**Baltimore, MD**

- Advanced goals on research projects for classification criteria and clinical management of uveitis and related diseases
- Tracked the Chairman's Office NIH applications and deadlines for projects with \$150k-\$350k annual budget; prepared mid-year and year-end reports/deliverables; quantified project accomplishments; maintained up-to-date records
- Edited & revised journal publications; reviewed drafts of grant applications & publications for accuracy; documented
- Collaborated with internal stakeholders, the Center Director, Principal Investigators, the Coordinating Center, Research Administration, and Grants & Contracting to submit funding applications and execute large multicenter clinical trials;
- Communicated projects, plans, and findings to non-technical audiences, international stakeholders, policy makers
- Created, updated, and managed CCTES web content on Drupal platform; authored and entered web content; wrote copy for CCTES projects, faculty profiles, and summaries; complied with processes, updates and document changes

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## TEACHING AND WORKFORCE DEVELOPMENT

### Resume Consultant and Editor, Taylor Made Resumes (2019-Present)

**Remote**

- Consult with prospective job applicants on resume development, writing, editing, formatting cover letters, portfolios
- Provide 1:1 training, tips, tricks, personalized customer service, tailored to each client's industry and professional goals
- Tutor four clients per month on job search strategies, salary negotiation, cover letter templates, ATS adherence
- Improve job outcomes for job seekers; empower clients with tools for writing, editing, and updating resumes

### Course Co-Facilitator, Problem Solving in Public Health (2020-2023)

**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
- 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, prioritizing
- 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

### Recruitment Coordinator, Johns Hopkins Center for Talented Youth (2017-2019)

**Baltimore, MD**

### Research & Development Analyst/Job Developer, MPLOY Youth, City of Memphis (2015-2016)

**Memphis, TN**