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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**

- 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
- Advance goals on research projects pertaining to classification criteria and clinical management of uveitis
- Advise the Chairman's Office on NIH applications and deadlines for projects with \$166,625-\$349,131 annual budget
- Edit and revise journal publications; meticulously review drafts of grant applications and publications for accuracy
- Prepare, distribute, and maintain agendas and minutes for 12 weekly meetings and four monthly executive meetings
- 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; raise issues to appropriate stakeholders and other departments for efficient problem-solving; respond to a high-volume of email inquiries daily

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 relationships in suicide clusters of suicide death records from teens in Maryland public schools; analyze and present findings; draft journal publications
- 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, and TA instructional guides
- Model team cohesion and build relationships within small groups of 5-8 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 online delivery of course content; lead orientation and manage team for 25 Teaching Assistants; develop and execute lesson plans

Resume Consultant and Editor, Taylor Made Resumes, Taylor M. Binnix Professional Services, Jul. 2019-Present (Remote)

- Consult with prospective job applicants on resume development, writing, editing, formatting, and cover letters
- Provide 1:1 training, tips, tricks, personalized customer service, tailored to the client's industry and professional goals

SKILLS AND INTERESTS

Research interests: Suicide clusters; Teen suicide; Mental health; Stigma; Community outreach and engagement; Child and adolescent development; Children and families; Language development; Education; Urban sociology, Violent acts.

Research skills: Program management/administration; Formulating research questions; Qualitative research methodology: interviews/focus groups, qualitative data analysis; Quantitative data analysis: logistic regression; Portfolio management; Writing and editing; Transcribing. **Professional skills:** Project management; Event planning; Onboarding, staff training; Fundraising/outreach; Public speaking; Customer service; Translating and interpreting (English/Spanish); Managing a team; Community organizing. **Technical skills:** Advanced computer skills: IBM SPSS, QSR NVIVO, Stata, Wix.com, NEOGOV HR Software, MS Office Suite (Word, Excel, PowerPoint, Outlook), Zoom, Google Business Suite, Typing speed: 90 wpm.