

**Taylor Binnix Baylus, MA, MPH (she/her)**  
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## **PROJECT MANAGEMENT**

### **Secretary, Bloomberg Staff Assembly, Johns Hopkins Bloomberg School of Public Health (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 (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 CTES web content through Drupal platform; author and data enter web content; write copy for CTES 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 (2023-Present)**

#### **Extrdepartmental Researcher, Johns Hopkins Bloomberg School of Public Health (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/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

## **TEACHING**

### **Course Co-Facilitator/Lead Teaching Assistant, Problem Solving in Public Health (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 (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
- Improve job outcomes for job seekers; empower clients with tools for writing, editing, and updating resumes (industry-agnostic)

## **EDUCATION & SKILLS**

Creative and flexible problem-solving; excellent interpersonal, oral, and written communication skills; excellent organizational and project management skills; Advanced Stata, Microsoft Office, Excel, NEOGOV, NVIVO, and SuccessFactors skills; qualitative & quantitative research; 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 Bachelor of Arts in Psychology & Spanish (Minor: Dance), Elon University, Elon, NC