

TARA M. MAULOOD

Ballwin, MO ♦ (314) 600-4580 ♦ taramaulood@gmail.com ♦ LinkedIn: Tara M Maulood, MBA

HEADLINE

Exceptionally well-organized and resourceful higher education and project management professional with strong organizational skills and acute attention to details. Possess excellent interpersonal, communication, analytical and critical thinking skills. Goal oriented, able to use data to make informed decision; manage multiple projects while producing high quality work in a demanding environment.

WORK EXPERIENCE

Saint Louis University, School of Medicine

Oct. 2022- Present

Project Manager - Doisy Research Center

- Establish and execute communication plans to effectively convey project expectations to team members and stakeholders in a timely and clear fashion; develop and deliver progress reports, proposals, requirements documentation, and presentations; serve as the single-point-of-contact for questions regarding project schedule, resources, or budget.
- Contribute to the development and improvement of project management processes and practices; participate in the development and delivery of project management or related workshops, briefings, or training events.
- Interact with stakeholders to define, develop, and document project goals, objectives, requirements, and deliverable outcomes that support business or institutional goals and strategies.
- Monitor progress, and keep stakeholders informed throughout the project lifecycle.
- Identify resource and skill requirements needed to meet project objectives.
- Develop project plans and associated communications documents including project charters and schedules.

Saint Louis University, School of Law

2019- 2022

Assistant Director of International Admissions

- Initiated program development approach such as establishing summer legal English courses for LLM students.
- Successfully recruited international lawyers to earn Master of Law (LLM) or Juris Doctorate (JD) at Saint Louis University School of Law, and guided them through the admission process, academic advising, and class registration.
- Advised international law students on U.S. Bar exam requirements, timeline, and preparations of each state.
- Collaborated with local law firms and companies to hire international Legum Magister, LLM graduates as part of their Optional Practical Training (OPT).
- Advised students on F1/J1 visa procedures and provided pre and post arrival orientations.

Saint Louis University, Office of Admission

2014-2019

International Admissions Program Coordinator

- Developed and implemented a strong recruitment and selection strategy. Recruited students from Africa, Canada, India, Europe, the Middle East, Russia, Southwest Asia, and Latin America.
- Met with educational staff at embassies in Saudi Arabia, UEA, Bahrain, Croatia, Serbia, Georgia, Azerbaijan, Qatar, etc. to introduce St. Louis University's academic programs.
- Demonstrated proficiency and subject matter expertise in all systems used and transactions undertaken by the Student and Recruitment Services team, ensuring that the team met and exceeded set goals.
- Managed relationships and contracts with universities and institutions abroad.

International Institute of Greater St. Louis

2009-2014

Business Consultant

- Developed new Small Business Administration (SBA) loans and asset building prospects by engaging with targeted communities (refugees and immigrants)
- Provided targeted business and asset development assistance to prepare applicants for application or review. Assistance includes, but not limited to, business plans development, financial forecasting, loan packaging and savings agreements, analyzed applicants' financial status, credit and character to determine feasibility and counsel loan clients on loan repayments policies and restrictions.

EDUCATION

- **Webster University**, St. Louis, MO, 2012
M.S. Business Administration
- **Sulaimanyah University**, Sulaymaniyah, Iraq, 2004
B.S. Economics
- **PMTraining.com, 2023**
Project Management Professional Course
Successfully completed.

OTHER SKILLS

- Project Management
- Metrics
- Data analysis
- High intercultural competency
- International travel-43 countries
- Proficient in Microsoft Word, Excel, PowerPoint, Team & Calendar
- Other software: Salesforce, Aces2, Unite, Emma, Google Drive
- Meticulous and results driven.
- Collaborator