

# Aaron J. Thomas

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## **EDUCATION**

**The Ohio State University** Columbus, Ohio  
Bachelor of Arts, Comparative Ethnic & American Studies,

June 2007

## **PROFESSIONAL EXPERIENCE**

**The Ohio State University, College of Medicine**  
Office for Diversity and Inclusion (ODI)  
ASPIRE Program Coordinator

**Columbus, Ohio**  
11/2017 – Present

- Recruit and counsel undergraduate students from underrepresented backgrounds who aspire to become medical doctors, clinician scientists or science researchers
- Plan personal and professional development workshops to prepare students to enter professional and post-graduate STEM fields
- Facilitate mentoring opportunities between undergraduate students and professional and graduate trainees
- Prepare students for graduate and professional school application submission
- Ready students for MCAT and GRE testing
- Manage annual operating budget - including forecasting, reconciliation, expenses, tracking and reporting
- Develop and maintain an ongoing assessment plan measuring student success
- Provide visionary and strategic leadership in recruiting to attract high performing students to program
- Assists Chief Diversity Officer to implement and interpret program policies
- Conducts outreach to regional campuses in accordance with Area Health Education Center grant (AHEC)
- Facilitate meetings of program oversight committee
- Produce recruitment materials, manage program website, coordinate photography for program advertisement and online presence
- Ensure student, hospital and university-wide community engagement through coordination of Group on Health Equity
- Coordinate primary investigators submissions of National Institute of Health Diversity supplemental grant applications and ensure supplemental funding is applied appropriately
- Enable networking opportunities to ensure workplace exposure and workplace success
- Plan, schedule and coordinate assignment of students classes and lab assignments
- Facilitate annual statewide yield events for admitted OSU College of Medicine minority students
- Coordinate catering, information technology (IT) and other logistical concerns for College of Medicine ODI events
- Represent the College of Medicine – Office for Diversity and Inclusion at national meetings
- Prepare and present faculty advisors with professional development plans for research trainees
- Conducts the onboarding of newly admitted ASPIRE students, following HR protocol through Human Resources Action
- Serves as primary contact for ASPIRE program

**The Ohio State University, College of Medicine – Medical Scientist Training Program**  
Office Assistant/SUCCESS Coordinator

**Columbus, Ohio**  
5/2016 – 11/2017

- Represented OSU College of Medicine at national biomedical research conferences
- Developed and facilitated SUCCESS summer research program schedule and learning objectives
- Acted as central liaison between MSTP office/SUCCESS and OSU Wexner Medical Center staff, university and graduate school
- Recruited nationwide applicants via conference, telephone, email and website
- Managed, tracked, and implemented application process of students seeking admission to SUCCESS
- Coordinated all details for lab placement, housing, travel and meals for admitted SUCCESS Participants
- Tracked and reported on career and education trajectories of SUCCESS Alumni
- Received and processed complex application materials for those seeking admission to MD/PhD-MSTP program utilizing Student Information Software (SIS)

- Assisted in implementation of policies related to MSTP course work, assignments and committees
- Planned and organized all details of interview visits for prospective MD/PhD Students
- Oversaw the hiring and termination of SUCCESS participants via human resources
- Conducted the onboarding of newly admitted MD/PhD students, following HR protocol

**Center of Vocational Alternatives - Southeast**

**Columbus, Ohio**

Community Work Incentives Coordinator/Benefits Specialist

4/2014 – 5/2016

- Provided nuanced and sensitive counseling to persons living with disabilities and mental illness on Social Security benefits
- Provided support to community members and their networks of care while they sought meaningful and engaging employment
- Analyzed and interpreted complex SS regulations and statutes to determine applicability to individuals with disabilities
- Represented clients to the Ohio Department of Job and Family Services for assistance with food and medical services
- Provided income tax preparation and filing assistance to persons living beneath the federal poverty threshold
- Assisted with Social Security Disability Insurance and Supplemental Security Income application filings

**Manley Deas Kochalski LLC, Attorneys At Law**

**Columbus, Ohio**

*Post-Sale Legal Assistant II*

9/2012 – 04/2014

- Monitored court systems to finalize the sale of foreclosed real estate properties throughout multiple states
- Reviewed real estate deeds immediately following the sale of each foreclosed property housed within our client's portfolio
- Prepared motions for the court to distribute the proceeds of each sale to lenders who held a stake in the home
- Drafted and prepared bond insurance documents to ensure the security of the home title for the purchasing entity

*Bankruptcy Legal Assistant II*

6/2010 – 9/2012

- Prepared bankruptcy court filings, motions, agreements and amendments according to Ch. 7 and Ch. 13 Bankruptcy Code
- Monitored Local and national federal court docket registries for updates and filings related to my caseload
- Calculated clients' expenses for claims incurred over the course of bankruptcy proceedings
- Examined banking systems daily for changes, updates and notices on time-sensitive issues

*Legal Assistant*

5/2009 – 6/2010

- Reviewed and interpreted housing title work to ensure are completion requirements were met
- Coordinated the recording of property information with judicial courts electronically and in-person
- Drafted and executed mortgage documents and assignments within pre-established judicial guidelines
- Processed payment for services rendered by various county recorders offices

*Accounting Assistant*

6/2008 – 5/2009

- Billed clients on legal services performed using a variety of book keeping software suites
- Acted as a guide for personnel with financial document preparation
- Administered timely payments to multiple state judicial courts
- Insured received funds were properly processed and notated

**The Ohio State University, Office of Undergraduate Admissions**

**Columbus, Ohio**

*Admissions Counselor/Territory Manager*

9/2007 – 5/2008

- Maintained a channel of open and frequent communication with high school guidance counselors
- Counseled prospective first year college students
- Managed regional assets of Akron, Canton and Youngstown
- Coordinated all details of recruitment trips throughout the region