

AARON K. INGALLS

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EDUCATION

Wake Forest University, Winston-Salem, North Carolina, May 2013

Bachelor of Arts in Economics with a minor in English

GPA: Cumulative 3.3, Major 3.5

Summer Management Program, Wake Forest University Schools of Business, Summer 2012

Five-week intensive training in business disciplines including: Accounting, Finance, Marketing, Management Information Systems, Organizational Theory and Behavior, Production/Operations Management, and Strategic Management

LEADERSHIP ACTIVITIES

Regional Director, South Atlantic Affiliate of College and University Residence Halls, Fall 2012-Present

- Develop and interpret policy regarding student housing for the largest student-run organization in the country, consisting of 85 colleges and universities
- Chair a board of seven executive officers, manage a budget of \$39,000, and supervise the planning of two conferences for 500 delegates

President, Resident Student Association, Wake Forest University, Fall 2011-Spring 2012

- Organized campus-wide events focusing on diversity and culture for approximately 4,500 students
- Managed an organizational budget of over \$32,000
- Worked with students, staff, and administrators to address concerns facing on-campus students
- Presided over executive cabinet, executive board, 12 hall governments, and six subcommittees

Example of how to add a student organization listing specific actions and skills relevant to the position.

Chairperson, Hit the Bricks, Wake Forest University, Fall 2012

- Led weekly planning team meetings and oversaw five committee chairs and 20 other student committee members in planning this annual, campus-wide relay event which raises over \$20,000 for cancer research
- Utilized communication and problem-solving skills to assist committee members with decision-making related to event registration, marketing, speakers, sponsors, and awards

Resident Adviser, Residence Life and Housing, Wake Forest University, Fall 2010-Spring 2011

- Acted as leader, policy enforcer, counselor, mediator, program planner, adviser, and role model in a building of 375 residents
- Interviewed over 100 resident adviser candidates as a member of the Resident Adviser Selections Committee
- Named "Staffperson of the Year" 2010-2011

Managing Editor, *The Howler* Yearbook Staff, Wake Forest University, Fall 2010-Spring 2011

- Edited and wrote copy for the Athletics section of the 400 page publication
- Created weekly work assignments for photography staff and student life staff

Member, Honor and Ethics Council, Wake Forest University, Fall 2009-Spring 2010

- Elected by peers to represent Class of 2013
 - Involved with all steps of judicial process including investigation, advising, hearings, and sanctioning
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WORK EXPERIENCE

Office Assistant, Office of Residence Life and Housing, Wake Forest University, Summer 2011

- Took minutes at weekly department meetings for residence life and housing staff and residence hall directors
- Designed layouts for advertisements, schedules, and forms to be used by resident advisers

Sales Representative, Golf World, Vero Beach, Florida, School vacations 2008-2010

- Stocked and sold merchandise, prepared specialty orders, and organized company files
 - Reconciled daily earnings of the store
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COMPUTER EXPERIENCE

Proficient with Microsoft Word and PowerPoint; Adobe InDesign; Social Media (Facebook, Twitter, LinkedIn); Google Docs and Analytics