

AMELIA MOORE

Airport Manager

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PROFESSIONAL SUMMARY

A seasoned Airport Manager with 10 years of extensive experience in driving operational success and regulatory compliance. Proven ability to lead diverse teams, enhance safety protocols, and optimize airport efficiency. Dedicated to fostering community engagement and implementing innovative solutions that elevate service quality and operational standards.

WORK EXPERIENCE

Airport Manager 📅 Jun / 2019-Ongoing
Seaside Innovations 📍 Santa Monica, CA

- 1. Supervised a diverse workforce of 145 personnel, ensuring compliance with safety and operational standards.
- 2. Collaborated with union representatives to adhere to collective bargaining agreements, fostering positive labor relations.
- 3. Participated in recruitment events, enhancing the talent pool for airport positions and facilitating permanent hires.
- 4. Conducted comprehensive employee evaluations and resolved personnel issues to maintain a productive work environment.
- 5. Utilized ADP software to streamline payroll processes, effectively managing costs and improving accuracy.
- 6. Trained and mentored staff, promoting professional development and enhancing team performance.
- 7. Implemented operational strategies that improved overall airport efficiency and passenger satisfaction.

Airport Manager 📅 Jun / 2015-Jun / 2019
Crescent Moon Design 📍 Portland, OR

- 1. Managed daily operations of a regional airport, ensuring compliance with all FAA and TSA regulations.
- 2. Coordinated military and civilian air shows, enhancing community relations and airport visibility.
- 3. Developed an annual fundraising event, generating significant revenue for local charities.
- 4. Oversaw the Airport Capital Improvement Program (ACIP), facilitating necessary upgrades and maintenance.
- 5. Ensured effective financial management by collecting rent and fuel revenue, optimizing tenant agreements.

EDUCATION

Bachelor of Science in Aviation Management 📅 Jun / 2012 - Jun / 2015
Florida International University 📍 Phoenix, AZ

Focused on airport operations, safety management, and strategic planning.

SKILLS

- Operational Management Software
- Financial Reporting
- Workforce Management
- Budget Management
- Performance Metrics Tracking

INTERESTS

- 🏠 Home Brewing 🐾 Wildlife Conservation
- 🏃 Running 🗣️ Public Speaking

STRENGTHS

- 👍 Willingness 📖 Wisdom
- 🔥 Zeal 💡 Ingenuity

LANGUAGES

- English Spanish Japanese

ACHIEVEMENTS

- 🌟 Increased airport operational efficiency by 20% through strategic process improvements.
- 🌟 Successfully managed a \$5M budget, resulting in a 15% cost reduction without compromising service quality.