

Flight Coordinator

ROBERT SMITH

Phone: (123) 456 78 99
Email: info@qwikresume.com
Website: www.qwikresume.com
LinkedIn:
linkedin.com/qwikresume
Address: 1737 Marshville Road,
Alabama.

Objective

Seeking a position where one can utilize experience as a Flight Coordinator. A motivated and dependable director in achieving goals; readily inspire trust and confidence from staff and clients with an honest and personable approach.

Skills

MS Office, Customer Service, Interpersonal Skills.

Work Experience

Flight Coordinator

ABC Corporation - June 2007 – June 2011

- Responsible for economics, passenger service, and operational control of day-to-day flight operations.
- Prepared and signed the dispatch release to provide legal authorization for a flight to depart according to government and company regulations.
- Analyzed and evaluated aircraft position reports and determine potential hazards to the safety of flight.
- Computed maintenance limitations, weight limitations, and minimum fuel requirements prescribed by federal aviation regulations.
- Originated and disseminated flight information to others in the company including stations and reservations.
- Participated in yearly recurrent training courses as required by the FAA.
- Generated trip itineraries, research fuel pricing, arranging customs on international trips, manage aircraft/crew scheduling.

Flight Coordinator

Delta Corporation - 2002 – 2007

- Created detailed trip itineraries for high worth clientele Utilized private jets for personal and business travel Facilitated necessary crew.
- Supervised and Directed Aircraft Ground Handling Operations, Flight Line Services, and Ground Security Activities.
- Facilitated "On the Job" New Hire and Continuous Training and Development.
- Set up food, utensils drinks & other items for flights outbound to the Mainland.
- First-class & Coach class.
- Communicate with Flight crew & ticket agents.
- Remove dirty equipment from inbound flights.

Education

Bachelor's of Science in Fish and Wildlife Management - 2011(American Public University - Charles Town, WV)