

ROBERT SMITH

Flight Coordinator

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Seeking to obtain a position in which experience, training, and skills will be fully utilized within an organization that encourages personal and professional growth.

CORE COMPETENCIES

Customer Service, Office Equipment, Typing 52wpm, Public Speaking.

PROFESSIONAL EXPERIENCE

Flight Coordinator

ABC Corporation - March 2012 – March 2015

Key Deliverables:

- Answer and accommodate telephone calls into Flight Control.
- Disseminated crew planning information promptly and accurately.
- Ensured all flight crews, maintenance, and stations are aware of crew and aircraft schedules and briefed on daily operations.
- Files flight-plans with the Air Traffic Control System and flight-follow company flight movements.
- Analyzed, interpreted, and reported weather information to company pilots and stations.
- Analyzed and evaluated meteorological information, such as speed and direction of winds, visibility, and presence of storms to determine potential safety of flight and desirable route.
- Provided the highest level of safety and service for all Flight Crews, owners, and employees by creating accurate, compliant flight-plans.

Flight Coordinator

Delta Corporation - 2009 – 2012

Key Deliverables:

- Researched and prepared flight travel arrangements, catering and ground transportation, actively maintained.
- Oversee and coordinate flight operations while instilling vigilance of safety, punctuality, and cost efficiency Delegate ramp and ground services.
- Customer service, detailed paperwork, coordinated patient transfers.
- Assisted owners with domestic and international flights, as well as ordering catering and making car reservations.
- Columbus, OH Advocate on behalf of NetJets Aviation Crewmembers during day-to-day operations by providing consistent communication.
- A Flight Coordinator ensures that the quality and quantity of meals provided are in accordance with customer requirements and that any order changes.
- Ensures specifications, airline diagrams, and other standards are accurate according to the airline specifications.

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EDUCATION

- Design Course I - August 1982(Florissant Valley Community College - Florissant, MO)