

ROBERT SMITH

Flight Coordinator

info@qwikresume.com | [LinkedIn Profile](#) | [Qwikresume.com](#)

Passionate, enthusiastic individual with 9 years of customer service, coordination, and operations experience in the airline industry, seeking a new career opportunity where creativity, innovation, and customer service meet to produce effective and amazing results.

EXPERIENCE

Flight Coordinator

ABC Corporation - MAY 2005 - JUNE 2009

- Responsible for booking all aspects and trip planning of domestic and international private jet flights for elite fractional aircraft owners.
- Manage the international trip process by obtaining and reviewing required legal documentation, customs information, and authorization letters for minors.
- Located foreign airports suitable for private jet operation and assist with obtaining special permits and airport slot reservations.
- Provide itineraries, create billing exceptions, and cost estimates when necessary.
- Arranged first-class catering for owners based on their specific requirements, geographic location, and aircraft type.
- Secured ground transportation for car rental or chauffeured car services.
- Worked closely with operations, feasibility, and scheduling departments regarding airport slots, weight limitations, fuel stops, mechanical, and weather issues.

Flight Coordinator

Delta Corporation - 2000 - 2005

- Communicated and Interpreted Federal Aviation Regulations (FAR), Company contracts, and Procedures to resolve Pilot and Flight Attendants inquiries.
- Responsible for supervising supply chain and controlling the food production flow - Responsible for ensuring quality standards and deadlines.
- Responsible for scheduling and overseeing of aircraft, crew activity, and trips -Ensured compliance with Federal Aviation Regulations and General.
- Provided the customers with excellent customer service and handled them face-to-face, answered questions, and found the best transportation for them.
- Flight planning, coordination of ground services/fuel, weather briefing, and resolution of crew scheduling issues for air ambulance and

charter.

- Pursued and eliminated potential delays through communication to ensure the safe and seamless operation of air ambulance services.
- Planned, scheduled, and reserved domestic and international flights for NetJets fractional ownership program including preparing flight plans with.

EDUCATION

- Associates of Arts - (Wade College)

SKILLS

Microsoft Office, Leadership, Sales, Organization, Problem Resolution, Logistics.