

# ROBERT SMITH

## Flight Coordinator

[info@qwikresume.com](mailto:info@qwikresume.com) | <https://Qwikresume.com>

Seeking a medical office position where one can utilize excellent office management and customer service skills, along with the bilingual ability.

### **JUNE 2007 - OCTOBER 2009**

#### **FLIGHT COORDINATOR - ABC CORPORATION**

- Negotiated and arranged the transport of goods with shipping or freight companies.
- Determined method of shipment and prepare bills of lading, invoices, and other shipping documents.
- Entered shipping information into a computer by hand or by a hand-held scanner that reads bar codes on goods.
- Keep records of all goods shipped, received, and stored.
- Coordinated and supervised activities of workers engaged in packing and shipping merchandise.
- Directed in cargo loading to ensure completeness of load and even distribution of weight.
- Opened cargo containers and unwrap contents, using steel cutters, crowbars, or other hand tools.

### **2003 - 2007**

#### **FLIGHT COORDINATOR - DELTA CORPORATION**

- Assisting flight attendants before departure confirming the final meal count.
- Serviced established accounts by providing quotations on future travel requirements, including lodging, catering, transportation, and all other.
- Deal with brokers to finale all details on the trip make sure all details were taken care of Follow plane on tracking(Flight aware or Flt Plan) when it.
- to Current Set up all aspects of air ambulance for pickup and flight for the patient and family Flight followed flight from base to base.
- Set up ground ambulances or taxi for the passengers on flight Following the airplane on the flight tracking program to make sure all parties.
- landing or takeoff kept hospitals and family members in the loop with all details.
- Dispatching Helicopter and Ambulances to calls.

## **EDUCATION**

Diploma - (Georgia Perimeter College - Decatur, GA)

## **SKILLS**

Bilingual, Organizational, Troubleshooting, Conflict Resolution.