

# Robert Smith

## Flight Dispatcher

### **CONTACT DETAILS**

1737 Marshville Road,  
Alabama  
(123)-456-7899  
info@qwikresume.com  
[www.qwikresume.com](http://www.qwikresume.com)

### **PERSONAL STATEMENT**

Seeking to achieve a role that matches the profile and supports sustainability to drive the company's strategic synergies. Articulate and tenacious with a consistent track record of top performance

### **SKILLS**

Training, and  
Development,  
Organizational Skills,  
Customer-Centered  
Approach, Management.

### **WORK EXPERIENCE**

#### ***Flight Dispatcher***

**ABC Corporation - 2014 - 2020**

##### *Responsibilities:*

- Scheduled travel for executives on the company aircraft maintained and updated aircraft and crew schedules.
- Monitored aviation-related publications, alert messages, government notices for TFRs or other NOTAMs and notify the crew of impending security /airport issues.
- Recorded aircraft logs, crew duty times, and passenger manifests for all flights to ensure accurate reporting and accounting issues.
- Processed chargebacks, invoices for payment, and participating in annual budget preparation.
- Coordinated charter services when necessary.
- Coordinated aircraft handling and fueling with fixed based operators.
- Coordinated with maintenance to schedule aircraft for maintenance.

### **LANGUAGES**

English (Native)  
French (Professional)  
Spanish (Professional)

#### ***Flight Dispatcher***

**Delta Corporation - 2012 - 2014**

##### *Responsibilities:*

- Dispatched aircraft to locations based on customer requests, specifications, or needs.
- Scheduled and/or dispatched aircraft to locations based on customer requests, specifications or needs Monitored weather conditions at destinations, .
- Perform all flight dispatcher duties including but not limited to weather monitoring, crew briefing, load sheet preparation, etc.
- Dispatch assistant; Provide pilot briefing prior to the flight on potential hazards, delays, construction, curfews, weather reports, and aircraft.
- Machine load planning Boeing [] Airbus [] ATR72 L382 Hercul C130 -since [] today work.
- Prepared the flight plan for contracted airlines to include Max allowable Gross weights for take-off and landing Weather briefings Notams and Fuel.
- Assist flight students with the check-in process and organize aircraft to practice areas Radio operations on data.

### **INTERESTS**

Climbing  
Snowboarding  
Cooking  
Reading

### **REFERENCES**

Reference - 1 (Company Name)  
Reference - 2 (Company Name)

### **Education**

Bachelor of Science - (Southeast Missouri State University - Cape Girardeau, MO)

