Robert Smith

Associate Flight Operations Specialist

CONTACT DETAILS

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PERSONAL STATEMENT

Possess a Secret Security Clearance and a solid background spanning aviation, customer service, personnel training, records auditing and administration, general labor and report writing. Adept at creating, facilitating and maintaining high levels of team effectiveness. Exceptional communication skills; authored detailed memorandums for all levels of management.

WORK EXPERIENCE

Associate Flight Operations Specialist

ABC Corporation - 2008 – 2009

Responsibilities:

- Demonstrated impeccable attention to detail and excellent communication skills while entrusted to brief pilots regarding missions, status of aircraft, and weather conditions.
- Championed compliance by consistently ensuring up-to-date qualifications for pilots and crew members.
- Verified accuracy of risk assessment forms, submitted flight plans, and promptly updated Aircrew Information Reading Files (AIRFs).
- Applied sharp organizational skills toward scheduling emergency response, static display, and incentive ride for the Operations Officer.
- Audited flight records for accuracy and completeness and generated discrepancy reports as applicable.
- Closely monitored flight line to ensure 100% safety and administered current file of aircraft flying regulations and navigational information publications.
- Provided comprehensive on-the-job training to Flight Operations personnel across multiple units.

Flight Operations Specialist

Delta Corporation - 2009 – 2013

Responsibilities:

- planned flights, updated publications for pilots, and kept files of personal records.
- Daily operations of the air field.
- Review site plans filed by pilots.
- Track each flight from take-off to landing.
- If flight does not reach proposed destination, initiate procedure to locate the aircraft.
- Preparing new and demonstration business aircraft for flight to potential and existing customers.
- Duties included cleaning inside & out, cosmetic repairs, food & beverage supply, assisting customers.

SKILLS

Electrical, Multiple Launch Rocket Systems Tech, Military.

LANGUAGES

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

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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Education

Certification in Aviation Operations Specialist - (UH)

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