

ROBERT SMITH

Aviation Operations Specialist - Temp

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Aviation Operations Specialist, proficient in tactful communication and negotiation with representatives from a variety of industries and cultures. Extremely well versed in personnel management, training, and operational duties. Looking forward to work in a creative environment where the knowledge can be best utilized and can add value to the work.

SEPTEMBER 2013 - MAY 2014

AVIATION OPERATIONS SPECIALIST - TEMP - ABC CORPORATION

- Responsible for preparing and providing flight information such as NOTAMs and weather reports for the daily operations of helicopter missions.
- Coordinated with pilots and crews over a variety of radios to ensure the proper accountability of aviation assets.
- Conducted monthly inspections of sensitive and non-sensitive items such as radios, weapons, night vision devices, tents, and vehicles.
- Kept accurate flight information to keep mission operations safe and efficient.
- Process local and cross-country flight clearances.
- Coordinate flight plans and kept flight logs on incoming and outgoing flights.
- Activated crash plan in the event of an emergency.

2010 - 2013

AVIATION OPERATIONS SPECIALIST - ABC CORPORATION

- Member of a four-person team responsible for maintaining Flight Hour Records for over 100 rated and non-rated flight crew members.
- Performed duties as a Radio Telephone Operator responsible for tracking aircraft location and missions.
- Extensive experience in the use of Force Battle Command Brigade and Below, Command Post of the Future and Microsoft Office Responsible for conducting clear communications to aircrews in-flight relaying timely and accurate information.
- Received orders from higher command to be relayed to aircrews in order to build an accurate understanding of the battlefield and mission requirements.
- This is Dummy Description data, Replace with job description relevant to your current role.
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