

# Aviation Operations Specialist/Manager

## ROBERT SMITH

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### Objective

Results-oriented Aviation Operations Specialist/Manager with 7 plus years in aviation operation. A talent for working efficiently under pressure and stress in a busy atmosphere. Adept to handling confidential information and situations with discretion and has an innate ability to develop loyal and cohesive staff, dedicated to the task at hand.

### Skills

Extremely Organized, Clerical, Leadership Skills, Team Building, Problem Resolution, Confident, Customer Service

### Work Experience

#### Aviation Operations Specialist/Manager

**ABC Corporation** - March 2011 – August 2014

- Manages 2 flight hour database programs, ensuring the accuracy and timeliness of reports for an average of a 16 flight operation per day.
- Schedules and monitors quarterly and annual training events for 325 Marines.
- Manages the logistical movement of required operational resources of 1000+ lbs. for deployments and off-site training exercises.
- Prepared operation plans, training directives, and maintaining orders of flight time in both master and individual flight files.
- Logged over 4,000 deployed flight hours and continuously maintained flight documents in several programs to contribute to daily maintenance on aircraft.
- Maintained flight logs on incoming/outgoing flights and individual flight records.

#### Aviation Operations Specialist

**ABC Corporation** - 2007 – 2011

- Responsible for coordinating all Temporary Duty Travel utilizing the Defense Travel System for personnel in 3rd Battalion, 101st Aviation Regiment conducting a National Training Center Rotation, AH-64 Aircraft Fielding, and AH-64 Aircraft Reset following deployment.
- Responsible for training three personnel in the use of the Defense Travel System. Preformed duties as a Battle NCO responsible for ensuring that all Radio Telephone Operators were trained and performing to standard.
- Preformed duties as a Battalion Air Movement Request Coordinator.
- Received Air Movement Requests to be processed and assigned to missions for support.
- Planned daily Air Movement Missions for UH-60 aircrews.
- This is Dummy Description data. Replace with job description relevant to your current role.
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### Education

Bachelor's in Criminal Justice - 2016|Towson University - Towson, MD|