

# Jessica Claire

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## SUMMARY

Result-oriented and strategic leader with 34 years of extensive experience in accomplishing remarkable outcomes in airport development with the ability to create strategic alliances with federal, state, and local agencies to effectively align transportation infrastructure and regional and local economic development. Highly skilled in planning, organizing and implementing visionary airport development plans from conception to completion. Adept at coordinating with various political subdivisions and facilitating change to support organizational objectives. Strong background in relationship management, team building and proven track record with outside organizations.

## SKILLS

- Familiarity with local, regional and territorial economic development potential and opportunities
- Great experience in preparing of complex funding applications
- Ability to analyze problems and develop practical solutions
- Persuasive communication style
- Extensive knowledge of airport operations management principles and practices and operation activities
- Comprehensive knowledge of aviation rules and regulations, airport maintenance, and security services
- In-depth knowledge of planning developmental and improvement activities of aviation services
- Skilled in establishing and maintaining excellent relationship with staff and general public
- Known for integrity
- Proactive mindset
- Strong organizational and interpersonal skills
- Ability to analyze, plan and implement developmental activities
- Skilled in coordinating with external agencies for airport requirements
- Proficient in the development and implementation of long and short-range plans, goals and objectives

## EXPERIENCE

DEPUTY DIRECTOR AVIATION/CAPITAL PROJECTS 03/1993 to CURRENT

### Alexandria International Airport | City, STATE

- Primary oversight of strategic planning, capital improvement program, and Federal Aviation Administration (FAA) grant programs
- Coordinated the efforts of consulting/engineering firms to complete approximately \$450 million in airport/airpark infrastructure projects.
- Developed Disadvantaged Enterprise Program that has produced over \$13 million in contracts
- Ensured safety and consistency of operations and customer service through effective policy and procedure development
- Maintained financial objectives through budgeting process and monthly reviews of department budget
- Handled the responsibility of reporting activities of airport services as well as ensuring the operation activities meet FAA regulations
- Handled the task of assisting the Executive Director is supervising financial activities and implementing marketing activities
- Assisted the Executive Director in the responsibility of hiring airport staff
- Planned training and educational activities for airport staff
- Planned and maintained required reports and records for submittal to federal, state and local agencies
- Researched and prepared program and grant applications for federal and state funding and airport and airpark improvement and maintenance projects
- Enforced applicable regulations pertaining to flying, airport operations and public safety
- Effectively managed Airport Improvement Program (AIP) grant projects and closed grants with FAA counterparts
- Cultivated and strengthened relationship with external agencies aiding in airport and airpark operations

ASSISTANT AIRPORT MANAGER 03/1990 to 03/1993

### Esler Regional Airport | City, STATE

- Responsible for planning and providing directions in airport work plans and activities
- Handle the task of managing, monitoring , and overseeing the day-to-day activities of the airfield and terminal operations
- Perform the responsibility handling customer complaints on behalf of the airport
- Handle the responsibility of ensuring the airport activities follow the aviation regulations and security procedures
- Performed the task of assisting the Airport Director in building and maintaining good relations with airlines that operate in and out of the premises of the airport
- Responsible for monitoring, overseeing, and supervising the maintenance and construction activities of airport buildings

INTERNSHIP-AIRPORT MANAGEMENT 08/1987 to 06/1990

### Monroe Regional Airport | City, STATE

- Assisted in the daily operations of Monroe Regional Airport
- Ensure compliance of FAA Part 139 Regulations
- Reviewed and corrected airport emergency and security plans
- Conducted daily runway and security inspections
- Monitored and assisted in billing process

## EDUCATION AND TRAINING

Bachelor of Science | Airport Management 05/1990

### University of Louisiana At Monroe, Monroe, LA

- Certified Member of American Association of Airport Executives (CM AAEE)
- Member and current President of Louisiana Airport Managers and Associates
- Began professional development in International Economic Development Council (IEDC)
- Graduate of Transportation Safety Institute of Aviation Security
- Graduate of Advance Airport Safety Operations School
- Private Pilot - 500+ total hours