

# Senior Aviation Operations Specialist

## ROBERT SMITH

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### Objective

Independent and ambitious Senior Aviation Operations Specialist, with the ability to tackle and adjust to any situation. Energetic and always willing to learn. Developed proper time management and leadership skills through the military, as well as great communication skills and acute attention to detail.

### Skills

Microsoft Word, Team Building, Customer Service, First Aid, CPR

### Work Experience

#### Senior Aviation Operations Specialist

**ABC Corporation** - July 2011 - April 2014

- Accompanied aircraft as a member of the flight crew in order to monitor and handle cargo on a flight.
- Announced and demonstrated safety and emergency procedures. Assisted with the Safety Risk Management (SRM) process.
- Informed pilots of potentially hazardous conditions Issues landing and take-off authorizations Maintained air-to-ground and point-to-point radio contact with aircraft commanders.
- Monitored aircraft using radar, computer equipment or visual references.
- Monitored the movement of aircraft to minimize delays and maximize safety Coordinated communication between air traffic control and maintenance personnel.
- Determined the timing or procedures for flight vector changes.
- Directed ground crews in the loading and unloading of aircraft cargo or baggage.

#### Aviation Operations Specialist

**ABC Corporation** - 2007 - 2011

- Helped operate and maintain one of the largest fleets of aircraft in the United States Army.
- Hundreds of transport, passenger and combat airplanes, and helicopters fly missions every day.
- Keeping accurate flight information helped keep operations safe and efficient.
- Helped prepare and provide flight information for air and ground crews as well as pass along mission status/updates.
- Scheduling and dispatching tactical aircraft missions.
- This is Dummy Description data, Replace with job description relevant to your current role.
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### Education

High School Diploma - September 2007(Schenectady High School - Schenectady, NY)