

Kim Ring

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OBJECTIVE

Looking for a full time position that utilizes my experience as an Aircraft Scheduler. By demonstrating, my proven capabilities in logistics, safety, organizational, computer, and communication skills in a team oriented environment.

EXPERIENCE

Mutual of Omaha, Omaha, NE 1989 – Present

Corporate Aircraft Scheduler

- Report directly to the Aviation Manager
- Provided all logistics for Corporate Aviation with emphasis on customer service
- Balanced safety with customers needs, insure airport operations, aircraft overnighing, tower control, security for crew and passengers traveling to and from meetings and hotels
- Work with Manager of Crew Scheduling to ensure crew duty/safety guidelines are meet for each flight
- Work with Budget Manager to prepare yearly budget numbers
- Executive Assistant, support and coordinate corporate travel for all levels of employee's using the company aircraft
- IS-BAO Phase I & II completed, TSA background checked
- Authorized for Omaha Airport Authority's security badge/key control program
- Knowledgeable in aviation scheduling software CAMP/BART/AIS, Arinc, Universal Weather

Mutual of Omaha, Omaha, NE 1977-1989

Continuing Disability Department

- Administrative support
- Answered phones, filing, handled incoming claim correspondence

EDUCATION

- Flight Safety 5 day Scheduler's Course
- NBAA Scheduler/Dispatcher Conference attendee, scheduler training initiatives participant
- Member of Nebraska Business Aviation Association
- Member of National Business Aviation Association
- Aircare CPR Training
- 1977 - Abraham Lincoln High School Graduate

SKILLS

- customer service experience
- computer skills, oral communication, planning/organizational, telephone etiquette,
- prepared reports on a weekly, monthly, annual basis to ensure optimal utilization of assets
- processed and executed all corporate aircraft travel requests
- negotiated with vendors fuel, fees, lodging, transportation and catering for the company
- posted time sensitive data in compliance with company accounting procedures
- generated invoicing for the aviation department travelers budget
- processed all incoming aviation invoices for payment
- responsible for purchasing all supplies for the aviation department
- knowledgeable in FAA part 91 rules/regulations

HOBBIES

- Boating, Camping and spending time with family