

EXPERIENCE

AVIATION PROJECT MANAGER

Houston, TX

05/2014 – present

- Perform daily management of project activities in support of senior program managers
- Independently plan and executes project management tasks to include project definition, planning, documentation, scheduling, budgeting, risk planning, issues tracking and progress measurement
- Interface and work effectively with DOS and contractor staff from multiple practice areas
- Apply a wide variety of analytical problem-solving and project management methodologies
- Applies project metrics and risk management principles to identify and mitigate potential schedule impacting items
- Encourages and motivates project team members to accomplish assigned tasks
- Drives the overall progress of assigned projects towards completion, using good judgment in determining when to escalate issues to management

AVIATION PLANNER

Philadelphia, PA

03/2008 – 12/2013

- Working with the Aviation Planning group to augment and refine custom in-house analytical tools and/or develop new planning approaches
- Strong knowledge of FAA Advisory circulars and orders that pertain to airport planning and design
- Extensive knowledge of best practices, methods, and principles utilized in strategic planning, infrastructure and facilities planning, and operational research for airports
- Develops and performs technical analysis and provides recommendations for terminal or off terminal facilities and aircraft movement areas including gates, remote parking and hangar layout and parking through interpretation and analysis highly confidential and strategic network planning data
- Awareness of today's aviation industry, including planning, design, construction, financing, operation and regulation of airports
- Extensive knowledge of analytical techniques and related tools including statistical, spreadsheet, database, simulation, and spatial/graphical analysis applications (REVIT, GIS, etc.)
- Develop (or assist airports with the development of) airport master plans, United support and operational space master plans, feasibility studies, land/easement acquisition services, aviation planning services, and support for Corporate Real Estate in general planning tasks by performing research, gathering and analyzing data, and conduct field surveys to make strategic recommendations to meet long term company objectives

AVIATION

Chicago, IL

01/2001 – 12/2007

- Act at the direction of the Pilot-in-Command (PIC) and Citi Aviation Management to perform duties with a high level of efficiency and discretion
- Collaborate with manager in setting realistic and challenging operation goals
- Ensure passenger safety and security and provide professional cabin service for Senior Company executives
- Adheres to and actively participates in the Safety Management System
- Incident response, investigation, management and reports
- Assists captain with trip planning, flight operations and post flight duties
- Internal communications support, such as story development and writing for internal articles, newsletters, employee emails and key events and milestones

EDUCATION

NEW YORK UNIVERSITY

Bachelor's Degree in Civil Engineering

SKILLS

- Detail oriented and able to work well independently or in groups
- Basic knowledge of risk management and risk mitigation
- Proficient in Microsoft Office Suite
- Knowledge in dealing with safety and environmental laws, rules, and regulations
- Able to audit, plan, implement, and coordinate safety and environmental programs in accordance with written regulations, procedures, and policies
- Ability to be persistent in the face of difficult problems or challenges
- Ability to be a highly motivated self-starter willing to work in a fast-paced environment with minimal supervision while remaining calm and be the voice of reason in stressful situations
- Possess excellent oral and written communication skills in the English language
- Expert knowledge in the technical field of aviation maintenance, environmental safety and experience in