

ANTWAN WINTHEISER

13627 Block Valleys, Dallas, TX

+1 (555) 934 2373

EXPERIENCE

WISOKY, GRANT AND NOLAN

Dallas, TX | Aviation 07/2018 – present

- Strong understanding of IFP design criteria and practices, and knowledge of current airspace and procedures-related processes, policies, orders, issues, and activities
- Prior experience on airspace and IFP design and implementation projects
- Experience as a Traffic Management Coordinator including operational use of TBFM
- Technical capabilities with airspace and procedure design and analysis tools such as TARGETS, SDAT, or PDARS to help sponsors and stakeholders make data-driven decisions
- Excellent writing, briefing, and communication skills, including experience communicating with both technical and executive audiences
- Researches and provides analysis on department financial information
- Obtaining & managing vendor account balances to continue to keep up with our needs

DAVIS INC

Dallas, TX | Aviation 04/2012 – 01/2018

- Point of contact for all vendor accounts
- Managing and overseeing our statement balances, requesting and authorizing new sub-accounts, resolving dispute cases
- Establishing client & vendor relationships
- Continuously update and streamline department processes to increase efficiency and improve work performance
- Offer analytical reporting on expenditure types, trip costs, vendor data, crew expenses, as requested by the Aviation team
- Experience in aviation logistical support or passenger and cargo movement, to include documentation, expediting, and tracking is strongly
- Recent USAP experience, especially any work related to field logistical support, is strongly
- Familiarity with radio communications, particularly in the aviation or emergency response realms, is strongly

EDUCATION

KENT STATE UNIVERSITY

Bachelor's in Aviation

SKILLS

- Knowledge of networking concepts and operating systems such as windows and linux
- Knowledge of online aviation courses, academic policy, and flight training
- Phone/E-mail etiquette, communication skills, typing and basic computer skills
- Working knowledge of the Federal Acquisition Regulations (FAR) and Defense Federal Acquisition Regulations (DFAR) Supplement and other supplements as appropriate
- Proven leadership, organizational and planning skills in order to prioritize and balance multiple projects
- Knowledge of PC and Microsoft office applications
- Strong oral and communication skills and English language fluency
- Able to recognize the sensitivity and confidentiality of the function and act appropriately