

Professional Summary

Results-driven AV09 professional with expertise in Management and Leadership, driving success in the Aviation industry. Proven track record of leveraging Microsoft PowerPoint to enhance presentations and communications.

Professional Experience

Senior Aviation Manager

Inazuma.co | January 2020 - Present

Aviation Operations Manager

Aerius Inc. | June 2018 - December 2019

Key Achievements:

- Improved on-time departure rates by 25% through process optimization
- Successfully led a team of 10 in managing daily flight operations

Responsibilities:

- Managed daily flight schedules and crew assignments
- Coordinated with air traffic control for smooth flight operations

Flight Operations Coordinator

Skybound Airlines | March 2015 - May 2018

Key Achievements:

- Enhanced flight planning efficiency by implementing a new software solution
- Collaborated with the safety team to reduce incident reports by 30%

Responsibilities:

- Assisted in planning and coordinating flight routes and schedules
- Maintained accurate records of flight operations and crew hours

Training Coordinator

Aviation Training Institute | January 2012 - February 2015

Key Achievements:

- Developed and implemented a new training program, resulting in a 95% pass rate
- Managed a team of trainers, ensuring all training sessions were conducted smoothly

Responsibilities:

- Coordinated training sessions for new and existing staff
- Maintained training records and evaluated program effectiveness

Education

Master of Science in Aviation Management

Embry-Riddle Aeronautical University | December 2011

Technical Skills

Leadership & Management:

- Strategic Planning
- Team Management
- Change Management

Software & Tools:

- Microsoft PowerPoint
- Microsoft Office Suite
- Aviation Management Software

Aviation Specific:

- Flight Operations Management
- Aviation Safety Protocols
- Air Traffic Control Procedures