



## Dion Cadiz Jr.

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### Summary

A licensed Flight Operations Officer with more than 8 years of experience having extensive knowledge in commercial and private aviation along with flight support and flight planning using Navtech, ARINC, GDC and PPS software.

### Employment History

#### **Jetex** (March 2018 – Present)

BGC, Taguig City, Philippines

Flight Dispatch Officer

- Part 91 and 135 Flight Planning using ARINC, GDC and PPS flight planning software.
- North Atlantic Tracks, PACOTS and AUSOTS flight planning.
- ETOPS/ETP flight planning.
- Route plotting using references such as Jeppview and published ENR AIP for selected countries such as China, Russia, Afghanistan, Pakistan, South Africa, Iceland, and in the Middle East.
- Aircraft weight, equipment and other information analysis for system setup configuration.
- Basic weight and balance of small aircrafts.

#### **NEXUS Flight Operations Services** (March 2016 – March 2018)

Jeddah, Saudi Arabia

Flight Operations Coordinator and Flight Dispatch Officer

- Part 91 and 135 Flight Planning
- Route planning using available Jeppview preferential routings.
- North Atlantic Tracks flight planning.
- Coordinating with local handlers, FBOs, fuel suppliers, third party service providers, control towers for arrangement of services and flight following.
- Submission of daily and monthly reports such as deviations, financials, and other necessary data for documentation.

- Obtaining permits and clearances within specified time constraints.
- Arranging client accommodation, transportation, and catering.
- Ensuring crew and aircraft documents are up-to-date and within flight and duty limitation.

**Jetstar Australia/Aviation Concepts Logistics, Inc.,**

Ortigas, Pasig City, Philippines

Flight Dispatch Officer, July 2011 – March 2016

- Part 121 flight planning using Navtech flight planning software
- Analyzing all available routes to maximize fuel efficiency and selecting the most desirable and economic route of flight.
- Aircraft performance, navigational aids, operational procedures and WX and NOTAM pre-flight planning check.
- Flight following.
- Hurricanes, storms, volcanoes and other hazards plotting for route avoidance whenever necessary.

## Accolades

**Graduated Cum Laude**

*PATTS College of Aeronautics, Parañaque City, Philippines*

**Senior Flight Dispatcher**

*Aviation Concepts Logistics, Inc. / Jetstar Airways*

**Handpicked by VIP Flight Manager to handle VVIP Flights**

*NEXUS Flight Operations Services*

## Core Qualifications

- Advanced Flight Planning knowledge
- Outstanding work ethics and attitude
- Excellent English communication skill
- Proven ability to lead a team
- Highly organized, good time management skill, and works well under pressure.
- Good listener, fast learner, open-minded, competitive and require limited supervision.

## Education

**College:**

*PATTS College of Aeronautics, Parañaque City, Philippines*

Bachelor of Science in Aviation Technology, Graduated March 2011

Top 5 overall in the graduating batch.

**Short Course:**

*Sapphire International Aviation Academy, Parañaque City, Philippines*

Flight Operations Officer

## Reference

**Guillermo Lim**

*Flight Dispatch Manager / JETEX Flight Support*

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