

PROFESSIONAL EXPERIENCE:

INSTRUCTOR /LINE SERVICE- LEADING EDGE AVIATION – Bend, OR June 2014 to Present

Responsible for providing organized, comprehensive flight training and student retention. Other tasks include managing supply inventory and merchandising, conducting client debriefs, drafting comprehensive lesson plans, technical documents, presentations, reports and spreadsheets.

SERVER / 900 WALL – Bend, OR May 2013 to July 2016

Provided exceptional guest experiences in a high-volume, fast-paced environment. Required to think critically under pressure, organize and delegate tasks to support staff, and continue gaining knowledge about the products we offered. Frequently facilitated special events in our private dining room.

OPENING TEAM / IMPERIAL– Portland, OR Sep 2012 to May 2013

Hired as part of a carefully selected team to open the Imperial Restaurant in the Hotel Lucia in downtown Portland. Ability to work in a high-stakes, high-expectation environment with a prominent chef and discriminating clientele was necessary. Responsible for training new hires and continued education regarding products and service techniques.

SALES & OPERATIONS/ POIPU OCEAN VIEW RESORTS – Koloa, HI Feb 2011 to June 2012

Managed inventory and purchasing, created sales tools and spreadsheets, and attended trade shows and industry seminars. Monitored operating accounts, assisted with bookkeeping, and modified content for website and social media.

TRAINING and QUALIFICATIONS:

CREW RESOURCE MANAGEMENT INSTRUCTOR TRAINING – Oregon Aero, Scappoose, OR 2016

Participated in a five-day crew resource management course designed to prepare participants to become instructors and facilitators. This course focused on team safety, decision-making, and team building.

COMMERCIAL PILOT– w/ Instrument Rating Next flight review: Jan 2018

EDUCATION:

OREGON INSTITUTE OF TECHNOLOGY/ B.S., Operations Management Anticipated completion: Fall 2017

Pursuing a B.S. in Operations Management with OIT Online. Focus of coursework is to prepare for leadership positions in team-based work environments and promote productivity in production or service industries.

CENTRAL OREGON COMMUNITY COLLEGE/ A.A.S., Aviation, Helicopters 2016

Completed coursework while maintaining a 3.9 GPA.

REFERENCES:

- Chris Mehlenbeck, 6 Volt Cycles
cmehlenbeck@gmail.com (541) 953-1751
- Katherine Hilst, Safety Design Consulting, LLC
khilst@me.com, (206) 953- 4977

AWARDS:

- Recipient of the Red River Valley Fighter Pilots Association Scholarship and 3 Whirly Girls International Training Scholarships
- Dean's List and Certificate of Recognition for Scholastic Achievement 2013-2016