

Summary of Qualifications

- Experience with HTML, CSS, Bootstrap CSS and Javascript.
 - Commercial Helicopter Pilot and Certified Flight Instructor
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Education

- Associate of Applied Science in Aviation; Central Oregon Community College; Bend, OR. 2013
 - Certified Flight Instructor - Helicopter; Leading Edge Aviation; Bend, Oregon. 2013
 - Watch and Code - Practical Javascript course. 2017
 - freeCodeCamp - HTML, CSS, and Basic Javascript courses. 2016
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Employment History and Related Experience

RDD Enterprises; Redmond, OR. Assistant Operations Manager (08/2018 – Present):

- Process, workflow, work area setup for LX7 aircraft production following lean manufacturing principles
- Production project scheduling and resource planning
- Communication between departments
- Introduced disciplinary model into company
- Established and managed system for documenting work instructions

HelicopterTutor.com; Founder, Designer and Owner (01/2017 – Present):

- Designed and built resource website for student pilots and instructors with goal of improving quality of education in the helicopter industry
- Built using HTML, CSS, Bootstrap, Jekyll, and later converted to Wordpress

MC Smith Signs; Bend, OR. Graphic Designer (03/2018 – 08/2018):

- Designed custom signs in Adobe Illustrator and Photoshop to meet the request of customers
- Developed templates for repeat customers to increase design speed
- Answered phones, took orders for signs, and generated invoices in Quickbooks
- Ran large format printer and vinyl cutter
- Assisted with work order flow and processing

Sundance Helicopters; Las Vegas, NV. Helicopter Tour Pilot (04/2017 – 02/2018):

- Conducted helicopter tours around Las Vegas and the Grand Canyon
- Provided high level of customer service, including serving drinks and meals
- Complied with company policies and applicable regulations/routes

Leading Edge Aviation; Bend, OR. Lead Helicopter Flight Instructor (04/2014 – 04/2017):

- Provided 1-on-1 flight and classroom instruction to students
- Conducted end-of-course evaluations (oral and flight tests)
- Managed a team of flight instructors: progress updates, record audits, and employee flight training
- Created standardized lesson plans

RDD Enterprises; Redmond, OR. Assistant to Operations Manager (09/2011 – 05/2014):

- Maintained daily communications with customers
- Prepared invoices and aircraft record keeping entries
- Organized and prepared airplanes for delivery
- Assisted with weekly schedule planning
- Performed bodywork and paint touchups
- Fabricated carbon fiber, fiberglass, aluminum, and electronic airplane parts