

James Doe

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PROFILE

A collegiate level aviation management professional seeking employment opportunities as it relates to airline and airport operations. Seeking to utilize my skills in interpersonal, mass, and cultural communications; management and 70hours of flight experience to better support an organization servicing aviation; Hoping to further develop my knowledge of airline and airport operations as it pertains to management and supervising; highly organized, observant, and able to effectively coordinate and complete tasks in a timely manner.

EDUCATION

Delaware State University, Dover, DE

Graduation Date: May 2016

Bachelor of Science in Aviation Management

GPA: 3.41

- Dean's List: Fall 2013, Spring 2015, Fall 2015, Spring 2016
- Graduated in 2 years and 9 months
- Seventy Hours of Flight Experience

RELEVANT COURSES

Private Pilot Certification; Flight Safety; Airport Planning and Management; Air Traffic Control; Operations Management; Crew Resource Management; International Management; Management/Employee Relations; International Air Transport; Aviation Legislation and Airline Management

SKILLS

- Knowledgeable of FAA regulations (FAR's)
 - Aircraft ground refueling
 - Bi-Lingual proficiency in Arabic and North American English; Working Knowledge of French
 - Able to fly single engine land aircraft
 - Knowledgeable of airport safety and security; very observant with proficient problem solving and multi-tasking skills
 - Excellent interpersonal communication skills
 - Highly organized and efficient
 - Proven leadership skills and ability to motivate others
 - Adobe creative suite (Photoshop, InDesign, After Effects, Dreamweaver)
 - Microsoft office literate
 - Able to type 55-60 W.P.M
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WORK EXPERIENCE

Sam's Club, Dover, DE

August, 2014 to Present

Cashier Operator and Merchandiser

- Operated a computerized cash register in an accurate and efficient manner with over \$25,000 daily sales
- Recognized for the most sales on membership upgrades
- Assisted customers with warehouse purchases in professional and courteous manner
- Assisted customers with the location of merchandise on the floor
- Assist with the stocking and arranging of merchandise as shipments arrive daily

