
Aircraft Dispatcher Resume

Job Objective

Aircraft Dispatcher with exceptional knowledge looking for a job in your company.

Highlights of Qualifications:

- Hands-on experience in managing passenger service agent and operations
 - Immense knowledge of weather theory and chart
 - Exceptional knowledge of complying to attendance standards
 - Ability to operate various computer systems and work under pressure
 - Ability to analyze and multi task efficiently
 - Familiarity of interpreting documents as per safety regulations
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Professional Experience:

Aircraft Dispatcher
Federal-Mogul Corporation, Keosauqua, IA
August 2012 – Present

Responsibilities:

- Ensured optimal level of safety for flight crew members and passengers.
 - Administered everyday operations for the flight and ensured compliance to government regulations.
 - Planned flights and monitored meteorological conditions before dispatch.
 - Provided assistance to complete various passenger services.
 - Accommodated and provided alternatives if there are any delays in the flight.
 - Coordinated with departments and resolved any service issues.
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Aircraft Dispatcher
Hillsboro Aviation, Keosauqua, IA
May 2009 – July 2012

Responsibilities:

- Coordinated with pilot in command and ensured compliance to FAA regulations and policies.
 - Maintained knowledge of company procedures as per regulations.
 - Evaluated the weather and airport condition for aircraft takeoff and landing.
 - Provided appropriate flight crew member and ensured every travel arrangement is completed.
 - Scheduled duty hours for crew members and selected appropriate crew members as well.
 - Scheduled flight as per required timeframe and ensured safe flight at all times.
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Education:

Bachelor's Degree in Flight Dispatching
Washington & Lee University, Lexington, VA

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