
Airline Crew Scheduler Resume

Job Objective

Seeking a position as Airline Crew Scheduler in a company where my strong knowledge of scheduling and work ethics will help me grow.

Highlights of Qualifications:

- Exceptional experience in managing airline equipments and crew members
 - Deep knowledge of FAA requirements
 - Huge knowledge of airline operations and FARs
 - Outstanding ability to maintain accurate information on location of flight crew
 - Remarkable ability to resolve issues within deadline
 - Ability to provide optimal level of customer services
 - Ability to communicate through phone and radio systems
 - Familiarity with Microsoft Office programs
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Professional Experience:

Airline Crew Scheduler
MSG Entertainment, Portsmouth, NH
August 2007 – Present

Responsibilities:

- Coordinated with shift supervisor, operations control and flight crew members.
- Developed efficient communication with supervisor and resolve all issues.
- Monitored everyday flight operations to resolve flight crew issues.
- Ensured flight crew qualification at par with all required government regulations.
- Administered scheduled flight and ensure availability of flight crew.
- Participated in all operational briefings for flight crew status.
- Coordinated with authorized parties and recommended improvement to information policies.
- Ensured compliance to all national airlines and required regulations.

Airline Crew Scheduler
Insituform Technologies Inc., Portsmouth, NH
May 2004 – July 2007

Responsibilities:

- Coordinated with dispatch teams and re routing crews for all irregular operations.
 - Ensured compliance to all FAR regulations for crew members.
 - Maintained record of crew and pilot attendance and update it on regular basis.
 - Administered any operational issues for schedule team to resolve issues.
 - Provide optimal level of customer services and resolve all issues for crew scheduling.
 - Managed communication with customers for any change in schedule.
 - Ensured compliance to all FAA requirements for crew member schedules.
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Education:

Bachelor's Degree in Aviation Management
Brewton Parker College, Mount Vernon, GA

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