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# AIRLINE MANAGER RESUME

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## Summary:

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More than ten years of experience with in-depth knowledge of administrative operations and airline management; knowledgeable in personnel management excellent interpersonal and communication skills; capable of making clients experience the best aviation hospitality services possible

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## Professional Experience:

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### Responsibilities:

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- Handled a team of engineers and staff to ensure that all aircraft components and parts are free from defects.
- Supervised aircraft crew and personnel regarding protocols before flight.
- Ensured that there are enough parachutes, medical equipment, and other first aid components available in case of emergencies and air mishaps.
- Administered and checked freshness and quality of food and beverage served on-board.
- Arranged regular meetings with the different departments to communicate important information.
- Promoted and improved communications among in different departments

Aviation Manager May 2004– January 2007  
Qantas Air, Los Angeles CA

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### Responsibilities:

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- Performed and ensured aircraft security checks.
  - Trained flight attendants in the provision of good customer service.
  - Provided on-board entertainment to make flights more relaxed and enjoyable to passengers.
  - Ensured availability of first-aid kits for passengers.
  - Inspected in-flight food and beverage and ensured that they are free from foreign elements and contaminants.
  - Conducted thorough checks and operational process improvements.
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- Customer Service Associate

February 1999 – May 2004  
East Airlines, Los Angeles, CA

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### Responsibilities:

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Aviation Manager May 2004– January 2007  
Qantas Air, Los Angeles CA

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## Education:

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Bachelor of Science in Business Management, Stanford University, CA, 1999

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## Skills:

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- Operational and people-motivation skills
  - Excellent interpersonal and communication skills
  - Excellent knowledge in airfield management
  - Highly organized and detail-oriented
  - Knowledge of Microsoft Office suite, Word, Excel, Outlook.
  - Excellent team coaching performance
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## Awards and Affiliations:

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Member, State Sports Association  
Member, International Machining Services

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