
Airport Dispatcher Resume

Job Objective

Seeking to work as Airport Dispatcher for the right company where I can provide excellent service to the customers.

Highlights of Qualifications:

- Substantial experience in managing domestic and international consignments
 - Thorough knowledge of required custom documents
 - Outstanding knowledge of imports and related operations
 - Ability to develop and maintain professional relationships for businesses
 - Ability to track freight and quote rates effectively
 - Solid understanding of communicating with clients efficiently
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Professional Experience:

Airport Dispatcher
Aircraft Service International Group (ASIG), Denver, CO
August 2012 – Present

Responsibilities:

- Coordinated with the captain and established appropriate weather and airfield condition.
- Assisted to dispatch services and provided support to various charter operations.
- Ensured weight and balance as per the airline requirements and maintained it.
- Managed and distributed air traffic information for various group handlers.
- Maintained and provided update to information as per requirement.
- Communicated with airline crew for flight release and assisted to load fuel.

Airport Dispatcher
APR Consulting, Inc., Denver, CO
May 2009 – July 2012

Responsibilities:

- Coordinated with teams that are involved in the departure of the aircraft.
 - Prepared reports to be sent to the station controller and provided dispatch information.
 - Assisted in the launch and marshaling of various inbound and outbound aircrafts.
 - Prepared the release of flight, keeping in mind the weather and fuel loads requirements.
 - Monitored the system and provided the data as per requirement to maintain the status information.
 - Scheduled flights and if required re-route aircraft as per maintenance regulations.
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Education:

Bachelor's Degree in Aviation Management
Oregon Health & Science University, Portland, OR

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