
Airport Operations Manager Resume

Job Objective

Seeking Airport Operations Manager position that will enable me to challenge my skills and talents while making tremendous contributions to company.

Highlights of Qualifications:

- Wide experience in managing airport operations and providing airport security
 - Operational knowledge of airport Federal, state and local regulations
 - Outstanding knowledge of airport facilities
 - Immense ability to complete all work according to policies and procedures
 - Amazing ability to prepare comprehensive reports
 - Exceptional communication skills
 - Skilled to provide optimal customer services
 - Proficient in interpreting airport emergency procedures
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Professional Experience:

Airport Operations Manager

Hertz, Gulfport, MS

October 2008 – Present

- Administered airport emergencies and coordinated all activities and emergency plans.
- Coordinated with various team in opening and closing of airports and ensured safety.
- Developed operational policies and procedures and recommended changes if required.
- Participated in department meetings and conferences for city boards.
- Developed and analyzed all leases and agreements and obtained required approvals.
- Performed regular inspections on facility grounds and equipments.
- Ensured optimal quality of water control systems and developed operational procedures.
- Evaluated all operational reports and logs and recommended changes.

Supervisor-Airport Operations

JetBlue Airways, Gulfport, MS

August 2003 – September 2008

- Administered work of employees and rendered optimal customer services.
- Ensured all communication with customers in compliance to company policies and procedures.
- Analyzed current trend and reviewed key metrics for all issue boards.
- Developed continuous improvement processes and assisted in its implementation.
- Provided technical assistance to employees and customers.
- Performed routine investigations and managed all work issues.

Airport Operations Coordinator

ARINC, Gulfport, MS

May 1998 – July 2003

- Administered and ensured safe and efficient flow of passengers to terminals.
 - Ensured compliance to company policies and procedures.
 - Monitored and responded effectively to airport emergencies.
 - Inspected airport facilities and reviewed all hazardous.
 - Maintained effective relationships with internal and external agencies.
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Education:

Bachelor's Degree in Business Administration

Clark Atlanta University, Atlanta, GA

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