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## Aviation Operations Specialist Resume

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### Job Objective

Looking for work within the company in the position of Aviation Operations Specialist. Experienced with behind the scenes managerial duties as well as hands-on work in the industry.

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### Summary of Qualifications:

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- Remarkable experience in Aviation Operations
  - Sound knowledge of Federal Aviation Administration regulations and procedures
  - In-depth knowledge of National Airspace (NAS) Terminal, EnRoute, and System Operations
  - Skilled in the utilization of air traffic rules, radio facility charts, and flight information manuals
  - Through knowledge of processing flight clearances and planning flight schedules
  - Ability to evaluate technical data and perform analysis on the data
  - Superior problem solving and time management skills
  - Excellent verbal and written communication skills
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### Work Experience:

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Aviation Operations Specialist, May 2006 – Present  
Universal Weather and Aviation, Miami, FL

- Maintained accurate and detailed flight information records.
- Coordinated with both the flight and ground crews.
- Scheduled and dispatched tactical aircraft missions.
- Processed flight clearances, planned flight schedules and air crew assignments.
- Managed to coordinate flight plans, and maintained flight logs.
- Worked in coordination with commercial and private airlines, air transport companies, and airports.

Aviation Operations Specialist, March 2003 – April 2006  
InterGlobe Aviation Ltd., Miami, FL

- Processed local and cross-country flight clearances.
  - Checked accuracy of flight plans.
  - Coordinated flight plans.
  - Maintained flight logs of all incoming and outgoing flights.
  - Ensured to alert the crash crews of emergencies.
  - Interpreted and posted weather reports.
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### Education:

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Bachelor's Degree in Aviation Management, Andrew Jackson University, Birmingham, AL

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