
Aviation Operations Specialist Resume

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.

Summary of Qualifications:

- 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
 - Thorough 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:

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:

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

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