
Crew Scheduler Resume

Job Objective

Crew Scheduler with ability to handle tasks professionally looking for a job within your organization.

Highlights of Qualifications:

- Remarkable experience in scheduling aircraft and crew members for flights
 - Deep knowledge of FAA regulations for scheduling flight crew
 - Huge knowledge of aircraft movements and world geography
 - Good understanding of staffing and scheduling
 - Immense ability to analyze complex issues efficiently
 - Sound ability to rotate flight crew for all flights
 - Ability to adapt to new programs
 - Ability to work in fast pace environment without supervision
 - Familiarity with scheduling software programs
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Professional Experience:

Crew Scheduler
Aegion Corporation, Phoenix, AZ
August 2007 – Present

Responsibilities:

- Managed all incoming calls for crew resources for all operations.
- Provided hotel accommodations and ground transportation for all crew members.
- Coordinated with SOC team members to maximize potential of crew.
- Ensured appropriate certification for all crew members in flight.
- Planned transitions of crew and ensure optimal efficiency with minimize costs.
- Maintained schedule of movements for crew members for irregular operations.
- Coordinated with crew members and provided replacement crew when required.
- Prepared report for all crew issues and provide it to assistant chief pilot.

Crew Scheduler
PSA Airlines, Inc, Phoenix, AZ
May 2004 – July 2007

Responsibilities:

- Provided assistance to all flight logistics coordinators.
 - Prepared reports for all flight crew requirements for all organizations.
 - Evaluated timesheets for flight crew on monthly basis and ensure certification.
 - Managed communication with flight coordinator for availability of crew members.
 - Administered scheduling of crew for flight on everyday basis.
 - Established any scheduling issues in coordination with attendants and pilots.
 - Evaluated vacation requests of crew members and authorize as per requirement.
 - Maintained pilot and flight attendant CreTrac records.
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Education:

Bachelor's Degree in Aviation Management
Allan Hancock College, Santa Maria, CA

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