
First Officer Resume

Job Objective

Seeking organization with the potential to expand and grow in which my First Officer skills can be utilized to their fullest.

Highlights of Qualifications:

- Huge experience as a construction site safety and health officer
 - Outstanding knowledge and experience in preparation of plans and reports
 - Proficient in MS Office suite
 - Strong project management and organizational skills
 - Excellent communication and interpersonal skills
 - Excellent leadership, management and motivational skills
 - Ability to utilize basic software packages such as Microsoft Word and Excel
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Professional Experience:

First Officer

WorkNet Pinellas, Rapid City, SD

August 2005 – Present

- Ensured safe and efficient operation of aircraft and its occupants.
- Assisted in preparation of the flight for departure.
- Completed required preflight duties and ensured the aircraft is prepared for flight.
- Assisted the Captain in operating the aircraft on the ground and in-flight.
- Ensured proper security of the aircraft at the termination of the flight.
- Inspected equipment, structures, and work in progress for compliance with applicable health and safety standards and specifications.

First Officer

AirTran Airways, Rapid City, SD

May 2000 – July 2005

- Safely operated the aircraft in accordance with all Federal Aviation Regulations and Company policies and procedures.
 - Provided the JetBlue experience to all Customers.
 - Completed training in Federal Aviation Regulations and Company policies and procedures.
 - Resolved most conflicts which arose, coordinates work and interpreted policy on own initiative in terms of established objectives.
 - Handled and prepared reports of controversial matters.
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Education:

Bachelor's Degree in Aeronautics Engineer

Dowling College, Oakdale, NY

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