
Flight Coordinator Resume

Job Objective

Seeking a Flight Coordinator position that offers an immediate challenge, career opportunity, and advancement.

Work Experience:

Flight Coordinator, May 2004 – Present
Pix, Palm Springs, CA

- Ensured all crew members are accurately briefed of all duties, Company Operations Specifications, Policies and Procedures, Federal Aviation Regulations, and department guidelines.
- Ensured trip sheets and all documents are sent to and received by the appropriate flight department and crewmembers.
- Ensured that each flight segment was in accordance with worldwide managing requirements and overseas government regulations.
- Coordinated in providing lift and the efficient dissemination of information to client services.
- Coordinated with airlines booking seats, negotiating prices and managing the travel.
- Monitored weather and air traffic control status.

Flight Coordinator, March 2002 – April 2004
Veed,inc., Palm Springs, CA

- Monitored weather and air traffic control status.
 - Organized and arranged tour supplies for team and passengers as needed.
 - Collected and analyzed dispatch-related data, and prepared reports.
 - Handled emergency communications, air medical flight coordination and Medical Intensive Care ground transport coordination.
 - Provided excellent customer service and proactive operational support to the department.
 - Coordinated with airlines booking seats, negotiating prices and managing the travel.
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Summary of Qualifications:

- Licensed Emergency Technician with strong accomplished experience in flight coordination
 - Sound knowledge of business jet performance capabilities and radio systems
 - Excellent communication and organizational skills
 - Outstanding ability to read and understand aviation weather reports, utilize aviation maps
 - Ability to ensure Flights are conducted within the Code of Federal Regulations
 - Amazing ability to develop and maintain long-term relationships with internal and external customers
 - Remarkable ability to collect information, analyze data, define problems, establish facts, and draw valid conclusions in a timely manner
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Education:

Bachelor's Degree in Aviation, Marywood University, Pennsylvania, PA

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