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## Flight Operation Officer Resume

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### Job Objective

To secure a Flight Operation Officer position within a fast growing organization in which my expertise can help the organization meet their goals.

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### Highlights of Qualifications:

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- Solid working experience in Aviation industry
  - Strong knowledge of Flight Dispatching and Operation Control in an OCC
  - Exceptional knowledge of Aircraft and Flight Operation and Procedures
  - Thoroughly proficient with SITA, Outlook, Word and Excel
  - Ability to work in flexible atmospheres with high level of motivation and team spirit
  - Ability to work independently in stressed conditions
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### Professional Experience:

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Flight Operation Officer  
Aerotek Aviation, Franklin, MA  
August 2005 – Present

- Supervised and controlled aviation operations and activities of aviation crew.
- Managed daily flight operations individually.
- Established and implemented an operational plan to minimize irregularities.
- Ensured all aeroplanes operated in line with company policies and procedures.
- Briefed flight crews before every flight regarding safety and operational procedures.
- Arranged and marketed charter flights on busy routes.

Flight Operation Officer  
Meridian Teterboro, Franklin, MA  
May 2000 – July 2005

- Managed and monitored company's flight operations.
  - Prepared and executed Operation Flight Plans and Flight Clearance procedures.
  - Provided weather updates of destinations, enroute and origin to the flight crew.
  - Ensured all crew received information on traffic, flight safety and operational procedures.
  - Carried out weight and balance such as trim sheets and load.
  - Developed and implemented economic fuel policies.
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### Education:

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Bachelor's Degree in Aeronautics  
Union County College, Cranford, NJ

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