
Flight Operations Manager Resume

Job Objective

Long time Flight Operations Manager is looking for a new situation that can take advantage of my experience and is a place where moving up is possible.

Highlights of Qualifications:

- Admirable experience in managing flight operations and supervising various activities
 - Sound knowledge of flight operations
 - Profound knowledge of Microsoft office applications
 - Ability to manage multiple tasks and prioritize work
 - Ability to provide efficient interface with management
 - Amazing communication skills in both forms
 - Skilled in various computer systems
 - Ability to resolve all issues
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Professional Experience:

Flight Operations Manager
The Aerospace Corporation, Sunray, TX
October 2008 – Present

- Provided support to pilots and increased productivity.
- Administered performance of all assigned pilots.
- Supervised efficient working of all crew members.
- Ensured achievement of all company objectives.
- Managed and resolved all flight operation issues.
- Monitored all first line delays for various operations.
- Coordinated with HR department and provided medical certificates.
- Facilitated disciplinary action as per requirement.

Flight Operations Hub Coordinator
ARINC Incorporated, Sunray, TX
August 2003 – September 2008

- Analyzed and investigated all delays and documented it.
- Maintained high standard performance and implemented continuous processes.
- Designed strategies and achieved all corporate objectives.
- Prepared reports for pilot performance and injuries.
- Determined all short and long term objectives and allocated resources.
- Ensured compliance to all security requirements.

Flight Operations Coordinator
The Boeing Company, Sunray, TX
May 1998 – July 2003

- Administered flight schedule and reviewed availability.
 - Prepared efficient flight log and assisted in data entry.
 - Provided support to all flight operations.
 - Assisted to screen all phone calls and resolved issues.
 - Managed and processes invoices in SAP financial system.
 - Greeted all contractors and customers with courtesy.
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Education:

Bachelor's Degree in Engineering
Monterey Peninsula College, Monterey, CA

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