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## Flight Operations Specialist Resume

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### Job Objective

Looking for work with your company as a Flight Operations Specialist in the field to help further the company as well as my own experience.

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### Highlights of Qualifications:

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- Remarkable experience deploying to remote locations
  - Huge knowledge of flight training program
  - Deep knowledge of technical support work
  - Familiarity with FAA regulations and DOD directives
  - Amazing ability to manage air operations
  - Outstanding ability to coordinate briefings.
  - Superior word processing skills
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### Professional Experience:

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Flight Operations Specialist  
General Atomics Aeronautical Systems, Danville, VA  
May 2006 – Present

- Coordinated with ARM and Scheduling personnel.
- Handled telephones and direct calls.
- Managed aircrew radio calls.
- Reviewed written and electronic flight authorizations.
- Assured disposition of Flight Authorizations.

Flight Operations Specialist  
Navtech Inc., Danville, VA  
March 2003 – April 2006

- Imparted flight planning and flight watch.
  - Extended Level 1 support.
  - Assisted Account Management and Sales teams.
  - Formulated documentation and reports.
  - Maintained internal databases and imparted runway evaluation services.
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### Education:

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High School Diploma  
Meridian High School, Pompano Beach, FL

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