
Flight Operations Specialist Resume

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.

Highlights of Qualifications:

- 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:

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:

High School Diploma
Meridian High School, Pompano Beach, FL

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