
Flight Scheduler Resume

Job Objective

Looking for a job as Flight Scheduler.

Highlights of Qualifications:

- Admirable experience in aviation scheduling procedures
 - Sound knowledge of flight operations and record keeping
 - Profound knowledge of FARs and airline operations
 - Exceptional ability to evaluate changes and adapt to it
 - Familiarity with NOTAMS , METARS and TAFS
 - Good understanding of scheduling procedures and practices
 - Remarkable ability to maintain confidentiality of security issues
 - Ability to work on customize software programs
 - Ability to resolve any flight schedule issues
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Professional Experience:

Flight Scheduler
Whitney, Bradley, & Brown, Inc., Terre Haute, OH
August 2007 – Present

Responsibilities:

- Assigned appropriate number of crew members to each aircraft.
- Administered request of travel for all crew members while on duty.
- Coordinated with pilots and assist to assign duty to various pilots.
- Scheduled crew members on flight according to geographical factors and departure time.
- Ensured compliance to all FAR 135 regulations for flight crew schedule.
- Coordinated with program management and provide training to members.
- Assisted scheduling flight coordinator to assign trips on regular basis.
- Managed communication with all departments for operation control center.

Flight Scheduler
CTS International, Terre Haute, OH
May 2004 – July 2007

Responsibilities:

- Coordinated with departments for flight schedule and assist in dispatch.
 - Collaborated with external vendors and international handlers to ensure accuracy.
 - Provided administrative support to chief pilot and aviation director.
 - Maintained legal documents for all aircraft and update it on regular basis.
 - Provided support to all base operations and test ranges.
 - Monitored work and ensure compliance to NOTAMS and TAFS.
 - Collected all information from test teams and prepared flight schedule input.
 - Analyzed inputs of all test teams and enter it in schedule tracking system.
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Education:

Bachelor's Degree in Aviation
La Sierra University, Riverside, CA

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