

CORPORATE RESUME

CLIENT

123 Resume Lane

555.555.5555

client@email.com

AVIATION OPERATIONS SPECIALIST

Dedicated military veteran with ten years of successful aviation operations, administrative, and logistics management experience. Solid operations and logistics background with extensive knowledge of aviation safety and quality assurance, administrative coordination, logistics management, and military regulations. Resourceful and results oriented with proven ability to bring quick resolution to challenging situations. Ability to independently multitask and prioritize demanding administrative operations to meet time-critical deadlines. Core competencies include:

- ◆ Aviation Operations
- ◆ Safety
- ◆ Strong Work Ethic
- ◆ Logistics Management
- ◆ Quality Assurance
- ◆ Training Administration

PROFESSIONAL EXPERIENCE

Aviation Safety and Quality: Experience includes over 2 years of military aviation operations experience ensuring safety and quality of military air craft, and reducing unscheduled maintenance.

- Met requirements, regulations, and objectives for multiple, complex projects ranging from extensive aircraft modifications and detailed aviation maintenance records keeping to advanced logistical research.
- Ensured the safe operation of 30 to 60 rotary wing aircrafts by producing and providing flight planning publications, regulations, charts, maps, daily Notices to Airmen (NOTAMs), and weather information to flight crew.
- Created and implemented a system that tracked over 10,000 flight hours and 350 missions, which greatly reduced unscheduled maintenance and enhanced aircraft mission readiness.
- Refined and implemented a new process to view the restricted operating zones in real time. This process alerted crews in flight of active operating zones in their flight path to prevent accidents.
- Posted air movement requests, scheduled route information, and status of all flights flying through assigned area of operations, to include overdue and missing aircraft within the classified network portal.

Training Administration: A training administrator responsible for providing support and updates to senior leadership.

- Coordinated biweekly training meetings for the senior leadership team.
- Provided training statistics, and reviewed subordinate training schedules with senior leadership using the Digital Training Management System (DTMS).
- Served as a trainer/mentor for new hires, teaching practical applications and maintaining quality control.

Continued...

Logistics and Inventory Management: Experience includes management of equipment and supplies in support of Operation Iraqi Freedom, enhancing operation effectiveness.

- Distributed, accounted for, and transported mission critical equipment and supplies to over 25,000 personnel.
- Conducted and managed daily, weekly, and monthly inventories, ensured 100% accountability of over \$100 million worth of ammunition and explosives
- Maintained accurate records and managed office correspondents between various levels of management.

EMPLOYMENT

US Army, Various Duty Stations

2002-2012

Aviation Operations Specialist/Human Resources Supervisor/Ammunition Specialist

EDUCATION & TRAINING

Gordo High School, Gordo, Alabama

High School Diploma, 2001

Additional Training: Aviation Operations Specialist Course; Advanced First Aid; Digital Training Management System Course; Tactical Airspace Integration System Airspace Workstation and Shelter

Computer Skills: MS Office Suite (Word, PowerPoint, Excel, Access)

AWARDS

*Army Commendation Medal, Army Good Conduct Medal,
National Defense Service Medal, NATO Medal, Army Achievement Medal*