

# John Doe

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## Education

University of Nebraska at Omaha

Expected Graduation: May 2026

*Bachelor of Science in Aviation with a concentration in Professional Flight*

## Certifications & Ratings

Certified Flight Instructor: Multi-Engine and Instrument

Commercial Multi-Engine Instrument

FAA First Class Medical License

## Flight Hours

Total Time: 300

Pilot in Command: 123

Multi-Engine: 86

Cross Country: 39

Night: 49

Instrument: 86

## Experience

Continental Airlines Flight Operations Internship Houston, TX

May 2020 – Aug. 2022

*Intern Coordinator and Navigation & Charting Intern*

- Coordinated all activities and tours for interns
- Prepared morning reports, wrote pilot bulletins, attended high level meetings (FAA inspections, 787 progress, etc.)
- Represented flight operations during disaster drill
- Completed various other tasks related to flight operations

### Navigation & Charting

- Assisted with major research and editing of Continental's route map across the Middle East to result in a new high altitude enroute chart
- Maintained up to date library of charts and maps
- Researched any issues with airports around the world to provide pilots with the latest chart information for accuracy and safety reasons

Hallmark Aviation Services

Apr. 2018 – Mar. 2021

*Flight Operations/Customer Service*

- Conducted operations associated with Weight and Balance, Ground Security Coordinator, Ramp Duties, Jet-way Operator
- Managed a team of 11 ticket and baggage agents

## Skills

- Fluent in Spanish (read, write, speak)
- Proficient understanding of Microsoft Office, WordPerfect, and Windows
- Ability to diagnose a situation and create solutions in a timely fashion

## Activities

- Treasurer, Alpha Eta Rho, University of Nebraska at Omaha (UNO) Aug. 2016-May 2017
- Vice President, Flying Mavericks, UNO Aug. 2015-Aug 2016
- YMCA Big Brother Program Jan. 2014-Aug. 2015