John Doe

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# Education

University of Nebraska at Omaha Expected Graduation: May 2024

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

# Certifications & Ratings

Certified Flight Instructor: Multi-Engine and Instrument May 2022

Commercial Multi-Engine Instrument May 2021

FAA First Class Medical License May 2020

# Flight Hours

Total Time: 300 Cross Country: 39

Pilot in Command: 123 Night: 49

Multi-Engine: 86 Instrument: 86

# Experience

Continental Airlines Flight Operations Internship, Omaha, NE May 2022 – Aug. 2023

*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 drills
* Completed various other tasks related to flight operations to uphold safety regulations

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 purposes

Hallmark Aviation Services, Lincoln, NE Apr. 2019 – Mar. 2021

*Flight Operations/Customer Service*

* Conducted operations associated with Weight and Balance, Ground Security Coordinator, Ramp Duties, Jet-way Operator
* Senior member of 11 ticket and baggage agents which involved supervising multiple shifts

# 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

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| **Student Involvement** | | |
|  | Treasurer, Alpha Eta Rho, University of Nebraska at Omaha (UNO) | Aug. 2021-May 2022 | |
|  | Vice President, Flying Mavericks, UNO | Aug. 2019-May 2020 | |
|  | YMCA Big Brother Program | Jan. 2018-May 2019 | |