

John Doe

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Education

University of Nebraska at Omaha Expected Graduation May 2017
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	Cross Country: 39
Pilot in Command: 123	Night: 49
Multi-Engine: 86	Instrument: 86

Experience

Continental Airlines Flight Operations Internship Houston, TX May 2016 – Aug. 2016
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. 2014 – Mar. 2015

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

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| • 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 |