

Robert J. Management

Current Address

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Daytona Beach, FL 32114
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Permanent Address

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OBJECTIVE: To obtain an entry-level position in Airport Operations

EDUCATION

Embry-Riddle Aeronautical University
Bachelor of Science in Aviation Business Administration
Overall GPA 3.2, Dean's List, Honor Roll

Daytona Beach, FL
December 2004

RELEVANT COURSEWORK

Project Management, Production & Operations Management, Life Cycle Analysis, Corporate Finance, Business Information Systems, Managerial Accounting, Ethics & Responsibility, Human Resources Management, Managerial Economics, Airport Planning, Airport Safety & Operations

PROJECT WORK

- Explored the potential impact that airline bankruptcy could have on John F. Kennedy International Airport
- Assessed the current constraints affecting the ability to meet demand at San Diego International Airport. Evaluated nine potential sites for a new airport facility and produced final recommendation and course of action for the Site Selection Committee.
- Analyzed current wildlife hazards at Dallas-Fort Worth International Airport. Evaluated alternatives and proposed courses of action to address deer as a hazard to aeronautical activity.

WORK EXPERIENCE

Daytona Beach International Airport

Airport Operations Intern

- Assist operations agents with airfield safety and security
- Conduct airfield and runway inspections
- Participate in meetings discussing the Airport Layout Plan, Daytona 500 and airport security

Daytona Beach, FL
April 2007-Present

The Boeing Company

Supplier Management Summer Intern, C-17 Program

- Recorded and presented actual vs. forecasted budget reports for analysis quarterly
- Facilitated communication verbally, and via written correspondence, with customers and management to resolve technical and administrative issues
- Compiled, analyzed, and reviewed supplier data for analysis by administrators
- Assisted in Request for Information/Proposal/Quote Preparation

Long Beach, CA
May 2006-August 2006

Embry-Riddle Aeronautical University

Student Assistant, Career Services Office

- Provide computer software training and assistance to staff, students, and alumni
- Assist Program Managers in marketing, scheduling, and organizing on-campus information sessions, interviews, and open positions advertised through our office
- Facilitate the movement of foot-traffic, screen telephone calls for nine full time staff
- Research and record prospective employer demographic information

Daytona Beach, FL
August 2004-April 2006

COMPUTER SKILLS

Microsoft Office: Access, Excel, FrontPage, Outlook, PowerPoint, Word; Microsoft Project, Lotus WordPro, Lotus 1-2-3, Lotus Approach, Lotus Freelance, Graphics, Dbase, Statistical Analysis Software (SAS), Ada, Pascal, Cobol, Basic, HTML