

Robert J. Management

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OBJECTIVE: To obtain an entry-level Airport Planning Analyst position

EDUCATION

Embry-Riddle Aeronautical University
Bachelor of Science in Business Administration
CGPA 3.2/4.0 Dean's List, Honor Roll
Daytona Beach, FL
May 2012

Relevant Coursework:

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

PROJECT EXPERIENCE

Airport Market/Route Analysis - Analyzed potential market segments for a new direct route from Daytona Beach International Airport to Westchester County Airport. Evaluated area within a 35 to 45 mile radius by creating a map with area zip codes and produced final recommendation and course of action for the DBIA business director.

TAMM Design- Airport Planning and Design Project – Utilized data from a local airport map to analyze and best optimize the airport processes and operation sequences to better meet operational capacity and demands. Utilized TAMM for airport optimization modeling and simulation.

WORK EXPERIENCE

Embry-Riddle Aeronautical University
Student Assistant, Career Services Office
Daytona Beach, FL
August 2009 - Present

- 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

Daytona Beach International Airport
Airport Operations Intern
Daytona Beach, FL
May – August 2011

- Assisted operations agents with airfield safety and security
- Conducted airfield and runway inspections
- Participated in meetings discussing the Airport Layout Plan, Daytona 500 and airport security

The Boeing Company
Supplier Management Summer Intern, C-17 Program
Long Beach, CA
May - August 2010

- 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

SKILLS

Computer: MS Access/Excel//PowerPoint/Word/Project; SPSS, HTML, TAMM
Languages: Spanish, basic French
Certificates: Private Pilot Certificate

LEADERSHIP & ACTIVITIES

Airport Operations Club, Vice President
ERAU Intramural Sports – Soccer, Volleyball
Up 'Till Dawn Volunteer
Habitat for Humanity Volunteer