

Student Name

123 Street
City, State 12345

(123) 456-7890
student@yahoo.com

HIGHLIGHTS OF QUALIFICATIONS

- Highly inquisitive, creative, and resourceful
- Excellent skills in communications and collaboration
- Superior working knowledge of aviation/aerospace industry
- Excited by the challenge of research and experimentation
- Computer literate: Microsoft Office, Lotus Smart Suite, Total FBO, and Internet proficient
- Leadership skills: Task organizational, Team player, Group dynamic & people skills, Ability to communicate and manage innovative programs and events, manage high stress events, and work above and beyond a typical business day

EDUCATION

Bachelor of Science, Aviation Business Administration

Embry-Riddle Aeronautical University, Daytona Beach, FL 2001

Related coursework: Airport Management, Aviation Marketing, and Communications

PROFESSIONAL SKILLS and ACCOMPLISHMENTS

Sales/Marketing/Customer Service

- **Marketing**
 - Forecasted in both domestic and international governmental and private financial resources, and emerging markets.
 - Delivered feedback, analysis, and aid in development of several Strategic Marketing Plans for Control Navigation Surveillance Air Traffic Management (CNS/ATM) business unit, Raytheon, privately held aviation service companies, and Embry-Riddle.
 - Participated and presented in product debriefings at trade shows and to internal customers.
- **Cost Analysis**
 - While adhering to government congressional language and University budgeting processes, created capital expenditure proposals for Daytona Beach International Airport and the Avion Newspaper.
 - Monitored and enforced a \$100K operations budget.
- **Client relations**
 - Clients included several Latin and South American business groups representing airports and airlines, the FAA, and local members of government.
 - Provided exemplary customer service through strong work ethic, preparation, initiative, networking, and follow-through.
- **Sales**
 - Yielded in-excess revenues of 65% over targeted goals in advertising sales.
 - Consistently and successfully met targeted sales of \$100K for allocated time periods.
- **Communications**
 - Acted as interim marketing specialist, administered the marketing budget, and concurred in the publication of internal University media, along with the production of external image advertisement.
 - Interacted with third party consultant on data analysis of image advertising in current trade publications.
 - Served as a liaison between the Daytona Beach community, University, and the Avion.

PROFESSIONAL SKILLS and ACCOMPLISHMENTS *continued*

Management

- Supervised over 40 employees members on a daily basis.
 - Tracked and performed performance reviews, quality control, administered discipline actions, and acted as adviser on total quality management projects.
- Performed multifunctional roles including office manager, coordinator, liaison, project manager, and policy regulator.
- Prepared, monitored, and tracked a \$100K operational budget.
- Motivated and inspired others by maintaining high standards, high integrity, and high commitment.
- Six Sigma trained and certified.

Market Research Analysis

- Developed and analyzed aircraft operational cost, created economic feasibility statements, Performa's, and evaluated needs statements for private aircraft sales consultants for clientele in the Latin American airlines sector.
- Examined, generated, and performed global markets assessments for CNS/ATM systems, in addition to booming markets, primary focus including North and South American countries.
- Researched and aided in the building of Competitive Intelligence profiles on direct competitors used for developing counter marketing strategies.
- Authored and tendered White & Black papers on ATM industry initiatives to aid in project gate reviews.
- Strong problem solving skills that helped to get projects conducted more efficiently ensuring that deadlines were met and manpower was not wasted.
- Strong learning skills: an outstanding ability to learn new systems and software quickly and thoroughly.

Certificates

- Commercial Airplane Single/Multiengine Land, Instrument
- Certified Flight Instructor: Airplane Single/Multiengine Land, Instrument
- High Altitude, High Performance endorsement
- FAA Class 1 Medical

EMPLOYMENT HISTORY

MONARCHAIR, Addison, TX Flight Instructor	2003
RAYTHEON, Marlborough, MA Strategic Planner	2001-2002
EMBRY-RIDDLE AERONAUTICAL UNIVERSITY, Daytona Beach, FL Student Assistant	1998-2001
DAYTONA BEACH INTERNATIONAL AIRPORT, Daytona Beach, FL Airport Operations Intern	1999-2000
AVION NEWSPAPER, Daytona Beach, FL Business Manager	1998-1999
KEYSTONE RESERVATIONS, Keystone, CO Reservations/Sales Agent	1995-1996