

M.B. AVIATION

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OBJECTIVE

To secure a management position where my drive, education, and acquired skills will make a measurable bottom-line contribution.

SUMMARY OF QUALIFICATIONS

- Motivated, industrious, and highly resourceful professional with 8+ years progressive responsibility in positions of increasing complexity and significance
- Proven adept at manpower and facility management; able to select and motivate staff into cohesive units with focused goals
- Demonstrated intellectual capacity
- Well-developed people skills; able to quickly build rapport and gain credibility, resolve conflict, and get to the center of an issue
- Mature, adaptive, and decisive leader with excellent written and verbal communication skills
- Unwavering commitment to quality results

COMPUTER SKILLS

Proficient in Microsoft Office Applications: Microsoft Front Page, Excel, Access, Word, PowerPoint

EDUCATION

Embry-Riddle Aeronautical University, Worldwide Campus, Daytona Beach, Florida
Master of Business Administration/Aviation, July 2007
GPA: 3.8/4.0

Embry-Riddle Aeronautical University, Worldwide Campus, Daytona, Florida
Master of Aeronautical Science, December 2007
Specialization: Aviation Aerospace Safety Systems
GPA: 3.8/4.0

Embry-Riddle Aeronautical University, Worldwide Campus, Daytona Beach, Florida
Bachelor of Science in Professional Aeronautics, August 2004
Minor: Aviation Safety
GPA: 3.1/4.0

PROFESSIONAL EXPERIENCE

September 2003 to Present U.S. Navy, Carswell Joint Reserve Base Fort Worth, Texas
Facility Watch Supervisor- 1st Class Petty Officer (9/03-present)

- Promoted to this position with Commanding Officer endorsement. Supervise direct reports of 24 personnel handling Air Traffic Control for busy airfield with 48,000 annual operations
- Diligently ensure training and position currency is maintained by all
- Assume total responsibility for overall management of airport on weekends
- Ensure the proper functioning of all equipment. Assure proper crew briefing and an orderly watch turnover

Accomplishments:

- Promoted to 1st Class Petty Officer
- Naval Air Traffic Controller of the Year 2005
- Conducted over 1,000 hours of professional academic reviews in the last 4 years, resulting in 150+ position qualifications and 34 personnel advancing to the next rank
- Created and developed an electronic library enabling personnel to have immediate access to time-critical and required publications
- Recognized as a “go to” individual able to get the job done and always seeking more responsibility
- Known as a mature and adaptive leader

March 2002-August 2003 U.S. Navy, Naval Air Station Keflavik, Iceland
Flight Planning Supervisor 2nd Class Petty Officer

- Reported directly to the Facility Watch Supervisor
- Responsible for the efficiency of the watch team. Ensured that adequate aeronautical charts, publications, and flight planning materials were available to aircrews
- Assisted aircrews in planning and proper filing of flight plans
- Supervised the processing and transmitting of flight plans and movement messages
- Ensured the flight plan equipment checklist was completed at the beginning of each shift

Accomplishments:

- Promoted to 2nd Class Petty Officer
- Received a Letter of Commendation for Professional Achievement in Superior Performance for reducing “physical readiness test failures by 100%” and “significantly enhancing the department’s mission readiness”

January 1999-March 2002 U.S. Navy, Naval Air Station Jacksonville, Florida
Sector Controller – Air Traffic Controller 3rd Class

- Provided radar services to all aircraft within my jurisdiction

Accomplishments:

- Received 2 Letters of Commendation for Professional Achievement