

CLIENT NAME
123 Your Street, ~ City, ST 50000

555-555-5555

email@emailaddress.com

AVIATION MANAGER

Compliance ~ Operations ~ Training

Award-winning, resourceful Aviation Professional skilled in performing mission critical assignments for the *United States Air Force*. Proven leadership capabilities to launch initiatives and manage cross-functional 30-member teams that reduce expenses and improve quality standards of multi-million dollar test equipment. Nominated for NCO Supervisor of the Quarter. Possess SECRET - Security Clearance. Certified in Excel; proficient in ATLAS. MS Word, PowerPoint and Access. Willing to travel or relocate. Additional expertise in:

- | | | |
|---------------------------|-----------------------|-------------------|
| ◆ Aircraft Design | ◆ Human Factors | ◆ Safety Programs |
| ◆ RF Components | ◆ Hazardous Materials | ◆ Risk Management |
| ◆ Avionics Test Equipment | ◆ Aviation Compliance | ◆ Safety Training |

CAREER ACCOMPLISHMENTS

United States Air Force

- Reduced the total turnaround time for line replaceable units from back shop to aircraft. Attained the skill level of Craftsman seven months ahead of schedule.
- Earned a distinguished promotion to the rank of Senior Airman Below-the-Zone six months ahead of schedule due to outstanding performance.
- Earned the rank of Staff Sergeant two years faster than the average promotion to this rank.
- Received recognition from the Boeing Company for dedicated support for the upgrade package to the C-17 aircraft.
- Slashed total repair cycle time by 30% and nearly eliminated human error on documentation by improving; supply asset tracking and accountability. Devised new flight due-in-for-maintenance procedures with a Core Automated Maintenance system (CAMS) that tracked parts.
- Selected to manage the Flight Safety and Hazardous Material Programs based on exceptional performance in handling the dangers of hazardous chemicals and lethal voltages.
- Created and implemented procedures and practices that ensured program compliance and avoided millions in costly fines; imposed by OSHA, ANSI, and state and local agencies.
- Reduced expenses by a projected \$30,000 per day and brought hazardous accumulations program into compliance by revamping controlled item disposals.
- Earned numerous promotions ahead of schedule while fulfilling the requirements for graduating early from Professional Aeronautics School. Assigned more responsibilities than 80% of the NCO's.

EDUCATION

XXX UNIVERSITY, City, ST
Bachelor of Science, Professional Aeronautical Studies
Minor: Aviation Safety; Minor: Business Administration

June 2003

XXX COLLEGE, City, ST
Coursework included Electronic Principles, Avionics Test Station and Aircraft Component Systems

SPECIALIZED TRAINING

- Avionics Test Station and Aircraft Component course (472 hours)
- Electronic Principles course (504 hours)
- Quality Applications course
- Basic Soldering Techniques
- Core Automated Maintenance Systems (CAMS)

PROFESSIONAL EXPERIENCE

UNITED STATES AIR FORCE, City, ST

1997-Present

*Staff Sergeant, 2000-Present**Senior Airman Below-the-Zone, 1998-2000**Airman First Class, 1997-1998**Airman and Airman Basic, 1997***Radar Electronic Warfare Team Leader/ Supervisor**

- Manage as many as 30 team members. Oversee all production activity during first shift.
- Train personnel in testing and operations procedures. Evaluate subordinates with annual reports.
- Institute measures to ensure compliance of OSHA, ANSI, state laws and AFOSH standards.
- Direct testing, equipment repairs to component level and quality assurance inspections on avionic line replaceable units. Develop procedures to increase standards and performance.

ABC FUEL, City, ST

1993-1997

Shift Supervisor

- Managed and trained employees. Analyzed reports and upgraded productivity with customer service and administrative initiatives.
- Promoted from Attendant to Shift Supervisor.

HONORS & AWARDS

- Air Force Achievement Medal, 2001 - Exemplary service in Beirut.
- Air Force Achievement Medal, 2000 - Superior performance as a technician.
- Airman Professional Maintainer, 2000 - Best overall maintainer.
- Quality Assurance Award, 1999 - Acknowledged for exceptional artisanship.
- Distinguished Graduate, Airman Leadership School - Selected out of 40 airmen.