

[YOUR NAME]

[Street Address], [City, ST ZIP Code]

[phone]

[e-mail]

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OBJECTIVE

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**AIRCRAFT DISPATCHER**

Aircraft Dispatcher Certified

March 1999

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PROFILE

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Coordinate crew/flight routings and prepare dispatch releases, using the Apollo system and Kavouras weather-tracking system, in compliance with FARs and company policies/procedures. Skilled in decision-making and problem-solving; can effectively handle multiple priorities.

**Additional Certifications:**

- Flight Instructor, Instrument December 1999
  - Flight Instructor, Airplane December 1999
  - Commercial Pilot November 1999
  - Advanced Instrument Ground Instructor June 1999
  - Instrument Rating February 1999
  - Private Pilot June 1996
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EMPLOYMENT

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**Blue Yonder Airlines**, Chicago, IL

2000-Present

*Aircraft Dispatcher/Crew Scheduler*

- In charge of daily dispatch operations for nine ATP 64-seat aircraft, including weather checks, routing, crew/aircraft selection, and fuel loads for this commuter airline.
- Generate dispatch releases and secure final signoffs from assigned captains.
- Maintain crew schedules for 180 crew members.

**The Phone Company**, Chicago, IL

1997-2000

*City Revenue Manager*

- Hired, trained, scheduled, and managed 80 counter representatives and 50 shuttle bus drivers who provided rental car services; responsible for daily sales.

**Fabrikam, Inc.**, West Chicago, IL

1995-1997

*Internship/Operations Manager and Flight/Ground Instructor*

- Scheduled flight students, instructors, and aircraft for daily flight-training lessons.
- Administered flight/ground instruction operations within budget guidelines.
- Conducted private, instrument, commercial, and CFI/CFII ground schools.

**Prior Employment**

**Tailspin Toys**, *Assistant Store Manager*

1993-1995

**Northwind Traders**, *Area Sales Manager*

1991-1995

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EDUCATION

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**Airline Flight Dispatcher Training Center**, Elk Grove, IL

1999

*Certificate: Aircraft Dispatcher*

Employed as a part-time instructor.

1999-Present

**Oak Community College**, Inver Grove Heights, MN

1997

*Associate of Science Degree: Business Aviation*