**Camila Jennings**

123 Golden Bear Lane, Beckley, WV 25801

Phone: (304) 555-5555

**Professional.email@email.com**

**EDUCATION**

West Virginia University Institute of Technology, *Beckley, WV* Anticipated: May 20XX

**Bachelor of Science in Aviation Management**

GPA: 3.8/4.0

Relevant Courses: Professional Field Experience, Multi-Engine Rating, Aviation Weather, Aviation Security

**Flight time**

Total Time: 190

PIC: 77.4

High Performance: 2.2

Instrument: 66.7

Night: 17.3

Complex: 16.4

Cross-country: 40.5

Single-engine: 173.6

Multi-engine: 16.4

**EXPERIENCE**

*Customer Service Representative*, Delta Airlines, Roanoke, VA August 2020– Present

* Arrange ground services including catering, transportation and accommodations.
* Maintain accurate bookkeeping and manage finances for Fixed Based Operator.
* Relay fuel, deicing, and other aircraft service orders to line technicians.
* Accurately enter fuel orders and reservations into the FBO manager computer program.

*Airport Intern*, Yeager Airport, Charleston, WV Month Year – Month Year

* Performed and observed various tasks in airside operations including a successful completion of the annual FAA airport inspection.
* Completed the necessary revisions to the Gerald R. Ford Rules and Regulations, Emergency Plan and an implementation of a new no smoking policy.
* Involved with the $25 million construction of a new parking structure.
* Explored the various aspects of the airport community including: airline, car rental, fixed based operate, corporate flight department, and FAA traffic control tower.

**ORGANIZATIONS**

American Association of Airport Executives July 20XX

Women in Aviation International July 20XX