

Camila Jennings

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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