

Aviation Student

(123)456-7899

student@siu.edu

Ambitious student with strong critical thinking skills, polished interpersonal skills, a positive attitude and a strong passion for aviation. Seeking a position as an airport operations agent.

EDUCATION:

Southern Illinois University Carbondale, Carbondale, IL

May 2021

- Bachelor of Science in Aviation Management
- Minor: Airport Management and Planning
- GPA: 3.85 /4.0

ACADEMIC HONORS:

- Dean's List, Southern Illinois University

December 2018-May 2021

WORK EXPERIENCE:

Externship, Fort Lauderdale International Airport, Fort Lauderdale, FL

December 2019

- Gained experience of how an airport operations department function
- Attended meetings with the airport operations manager and contractor project manager dealing with the construction of a new terminal, runway, and taxiways
- Gained experience on how to work in a Part 139 airport environment
- Gained experience in issuing and canceling Notices to Airmen (NOTAMs)
- Performed daily airfield activities
- Performed runway and ramp inspections, and ensured that airside and landside areas of the airport followed FAR Part 139 and the Airport Certification Manual

Part-time staff in Human Resources Division, Air Macau, Macau

June 2018-August 2018

- Updated the staff information on the company database • Developed file management skills
- Exposed to airline operations through the performance of my daily duties

Service Agent, Companhia de Telecomunicações de Macau S.A.R.L., Macau

June 2017-August 2017

- Assisted customers with using our company filing system
- Provided excellent customer service
- Trained to protect and work on personal information
- Anticipated and responded to customer needs promptly and in a professional manner

VOLUNTEERISM:

- American Airlines Career Day, Southern Illinois University Carbondale
- Community Food Pantry, Carbondale, IL

PROFESSIONAL ASSOCIATIONS:

- Member, Women In Aviation International, Southern Illinois University Chapter
- Member, Aviation Management Society (AMS)

ADDITIONAL SKILLS:

- Languages: Fluent in Mandarin (Chinese), Cantonese (Chinese), and English
- Software and Programming: Microsoft Office, Basic Adobe Photoshop, Basic JavaScript

CERTIFICATIONS:

- L.C.C.I. Level 1 & 2 (Bookkeeping)
- First Aid Certification