

PETER MITCHELL

405-744-5683

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SUMMARY

Professional, enthusiastic aviation student seeking summer internship in the Tulsa area. Strong communication and interpersonal skills, with ability to work in a fast paced environment. Specific knowledge areas include:

- Aviation Safety
- Airport Planning and Management
- Aviation/Aerospace Security Issues
- Aviation/Aerospace Management Principles

EDUCATION

B.S., Aerospace Administration and Operations
Major: **Aviation Management**
Oklahoma State University – Stillwater, Oklahoma
GPA: 3.35

Anticipated May 2020

WORK EXPERIENCE

Assistant Manager
CiCi's Pizza

May 2018 - Present
Stillwater, Oklahoma

- Promoted to management for strong work ethic and willingness to cross-train
- Supervised staff of 4-15 employees per shift
- Created weekly employee schedule and completed other paperwork as necessary
- Communicated with manager, area manager, vendors and the public
- Resolved customer differences and listened to concerns while maintaining high standards of customer service

Cashier/Kitchen Prep
CiCi's Pizza

January - May 2017
Stillwater, Oklahoma

- Greeted and assisted customers at the front counter
- Assisted cooks with prep work as needed
- Helped train new staff and encouraged them to learn more about business

COMPUTER SKILLS

Microsoft Office: Word, Excel and PowerPoint

CAMPUS INVOLVEMENT

Alpha Eta Rho
College of Education, Health & Aviation Student Council

2017 - Present
2016 - Present