

When listing your degree in the **EDUCATION** category, always include your minor(s).

Category called **RELATED COURSEWORK** that includes names of classes completed that are related to a specific objective (for instance a particular internship).

CERTIFICATIONS such as pilot credentials, flight hours, certificates, and/or ratings.

CAMPUS INVOLVEMENT or **STUDENT ORGANIZATIONS** such as Women in Aviation, Flying Aggies, American Association of Airport Executives, Experimental Aircraft Association, Aggies Spirit Organization, Alpha Eta Row.

CAMPUS LEADERSHIP in student organizations, residential life, homecoming, specific class projects, or ROTC.

SCHOLARSHIPS related to Aviation or academic success.

MANAGEMENT EXPERIENCE in areas such as restaurants, retail organizations, and other companies.

HONORS related to academic achievement, leadership, or campus involvement such as an Honor Cadet in the AFROTC.

ADDITIONAL TRAINING such as FAA training courses or aviation related education received from another institution.

INTERNATIONAL TRAVEL experience or **STUDY ABROAD** experience

RELEVANT EXPERIENCE which includes part-time jobs, internships, job-shadowing, full-time jobs, and any other experience where skills related to the aviation industry have been developed. Some of these are listed below...

William P. Hobby Airport

Intern

Houston, TX
Summer 2010

Participated in projects covering all aspects of airport management with a concentration on airport security. Assigned and completed a special project to create a table top display illustrating the proper response to a security breach. The resulting project was subsequently used for airport-wide security training exercises.

Intern, Omni Air International – Tulsa, OK

Summer 2012

- Assisted in putting together applications for CAT II/III auto land on B757/767 to send to FAA
- Create an internal audit schedule and perform audits for Flight Operations department
- Help create and audit contractor training folders
- Create a manual on how to enter training forms into Airline Information Management System (AIMS)

Line Service

Wingspoint Aviation

Summer 2006
McKinney, Texas

- Provided fueling needs for tenant and transient aircraft, both jet and piston
- Responsible for towing aircraft to and from hangars and parking areas
- Directed aircraft to and from terminal parking areas
- Open and closed the FBO and terminal on occasion

- Internship, American Airlines/Dallas-Ft. Worth Airport – Texas** May 2010 – Present
- Work directly under DFW Chief Pilots on a 737 Delivery Team
 - Update Jeppesen charts and flight manuals
- Continental Airlines – Tulsa, Oklahoma** 05/09 – 09/11
Customer Service Agent and Airport Sales Agent
- Assist passengers with the purchase of tickets and baggage check-in
 - Board and deplane passengers quickly and efficiently.
 - Address guest concerns and complaints in a professional and friendly manner.
- Line Service Representative** May 2007 – August 2007
 Silverhawk Aviation – Lincoln, Nebraska
- Fueling/servicing many different types of aircraft ranging from small, single-engine aircraft to large, corporate, commercial and regional turbojets. Fueling of commercial jets done without supervision.
 - Parking and towing of aircraft
 - General client services; interaction with pilots/customers
- Simulator Technician** August 2010 – December 2011
 OSU Aviation Program – Stillwater, Oklahoma
- Operated flight simulator and prepared for individual flights
 - Instructed aviation students on how to use flight simulator
- Intern – National Institute of Aviation Research (NIAR)** Summer 2010
 Wichita State University – Wichita, Kansas
- Helped create Aging General Aviation Education and Training website (aginggeneralaviation.org)
 - Worked on unmanned aerial vehicle data records
- Intern (Special Projects Coordinator), Tulsa International Airport – Tulsa, Oklahoma** 2009
- Gave tours to community groups
 - Liaison representative for media, special guests and the ambassador program
 - Designed and constructed a new display for the learning center
 - Implemented recycling program within the terminal
- Flight Instructor** July 2011 - Present
 Oklahoma State University Flight Center
 Stillwater, Oklahoma
Certified in basic flight instruction and instrument flight instruction; Part 61 & 141 experience
- Student Assistant** Summer 2010, 2011
 OSU NASA Education Projects – Stillwater, Oklahoma
Basic administrative duties for staff. Managed and planned a large portion of the 2010 High School Summer Aerospace Academy. Word processing, video conference equipment training, database entry, extensive Apple Macintosh and PC experience. Also experience at preparing and organizing parcel shipments.
- Atlantic Southeast Airlines/Delta Airlines – Tulsa, Oklahoma** 04-10 – 09-11
Supervisor/Ramp Agent (team leader)
- Trained new employees and answered questions to help them acclimate to the industry.
 - Ensuring proper weight and balance of luggage on aircraft.
 - Handled precious and hazardous cargo using proper techniques.
 - Push back qualified and experienced in de-icing, anti-icing of aircraft.
 - Provided cabin service maintenance between flights.