

PETER MITCHELL

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SUMMARY

Professional, enthusiastic aviation junior 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

Bachelor of Science in Aerospace Administration and Operations

Anticipated May 2015

Major: **Aviation Management**

Oklahoma State University – Stillwater, Oklahoma

GPA: 3.35

COMPUTER SKILLS

Microsoft Office: Word, Excel and PowerPoint

CAMPUS INVOLVEMENT

Oklahoma State University Flying Aggies

2006-present

American Association of Airport Executives

2006-present

Oklahoma State University Intramural Sports

2005-2007

WORK EXPERIENCE

Assistant Manager

May 2007-Present

CiCi's Pizza

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

January-May 2007

CiCi's Pizza

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