

First Name Last Name

phone number

LinkedIn URL (optional)

professional email

Insert Job Title for Application

EDUCATION & TRAINING

B.S., Aviation Management, emphasis in Airport Operations

May 2023

Minor, French

GPA 3.5

Utah State University, Logan, UT

Private Pilot License

July 2021

RELEVANT COURSES

Aviation Management

Airport Management

Aviation Safety

Managing Organization & People

Regulations & Procedures

RELEVANT EXPERIENCE

Management Intern, Salt Lake International Airport, Logan, UT

May 2021 – Aug 2021

- Updated airport drawings using MicroStation relating to inspections and directories to ensure information was accurate
- Assisted in preconstruction meetings by helping to prepare presentations and reports
- Collaborated with team including airport engineers and airport inspectors in regards to airport pavement evaluations
- Developed strong knowledge of inner workings of international airport

Facilities Manager, USU Facilities, Logan, UT

Jan. 2021 – May 2021

- Trained new employees with strong focus on policies/procedures creating in safe and efficient environment
- Managed issues with good problem solving and critical thinking to ensure facility was functional for staff
- Adapted to changes quickly and communicated information to team in clear manner

Ambassador, USU College of Agriculture and Applied Sciences, Logan, UT

Jan. 2019 – Jan. 2021

- Planned large scale events including high level of communication, organization and teamwork
- Lead tours to small groups of 5-10 for prospective students to show highlights of campus and opportunities with high level of professionalism and enthusiasm
- Represent USU in highly professional manner at recruiting events to provide prospective students valuable, tailored information while actively listening to understand their interests

Manager, Chugz, Logan, UT

Aug. 2018 – May 2020

- Managed staff of 20 including scheduling, training, performance check ins to ensure efficient environment
- Met with owner regularly to provide updates on store success, issues, needs using strong communication
- Utilized excel to create monthly reports on sales, revenue, inventory

ADDITIONAL WORK, LEADERSHIP & SERVICE

Member, Swing Dance Club, USU, Logan, UT

Sept. 2020 – Present

- Coordinate social events for membership to provide opportunity to connect with peers

French Speaking Lead Volunteer, Religious Organization, Paris, France

Dec. 2016 – Dec. 2018

- Adapted to new culture/language quickly and effectively to work towards goals with community members

Customer Service Representative, Vivnt Smart Home, Logan, UT

April 2016 – Dec. 2016

- Professionally communicated with customers while actively listening to provide most effective solutions