

First Name Last Name

phone number

LinkedIn URL (optional)

professional email

Insert Job Title for Application

EDUCATION & TRAINING

B.S., Aviation Technology – Maintenance Management

May 2023

Minor, Unmanned Aerial Systems

GPA 3.5

Utah State University, Logan, UT

Airframe & Powerplant License

July 2023

TECHNICAL SKILLS

Type of plane

type of plane

type of equipment

type of equipment

Cessna 210

Sheet metal

Troubleshooting

FAA Regulations

RELEVANT EXPERIENCE

Intern, Leading Edge Aviation, Logan, UT

Sept. 2021 – Present

- Performed regular inspections with high attention to FAA standards to ensure safety and compliance
- Replaced parts and maintained structural and mechanical components resulting in properly functioning aircraft
- Diagnosed mechanical problems using strong critical thinking and problem solving while consulting with team to ensure best solution identified and implemented

Intern, Duncan Aviation, Lincoln NE

June 2021 – Aug. 2021

- Adhered to instructions to perform maintenance on Dassault Falcon, Cessna Citation, and Gulfstream aircraft
- Monitored and ordered parts/supplies for variety of projects to maintain deadlines and efficiency
- Collaborated with 5 team members to increase the efficiency and safety of repairs with strong communication

COURSE PROJECTS

- (Insert bullet points about senior project)
- (Insert bullet point about sheet metal projects/engine overhaul)

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

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