

AMS Resume

(386) XXX-XXXX / XYZ@my.erau.edu

EDUCATION

Embry-Riddle Aeronautical University (ERAU)
Bachelor of Science, Aviation Maintenance
Area of Concentration: Maintenance Management
GPA: 3.691

Daytona Beach, FL
December 2022
**Minor: Avionics Line
Maintenance**

CERTIFICATIONS

Avionics Certification
Power Plant Certification
Airframe Certification

Spring 2022
Fall 2021
Spring 2021

WORK EXPERIENCE

Embry-Riddle Aeronautical University Daytona Beach, FL
Aircraft Electrical & Instruments Systems Laboratory Assistant

Daytona Beach, FL
January 2021-Present

- Collaborated with Laboratory Manager and faculty to ensure preparation of lab supplies and equipment based on faculty requests and course schedule
- Coordinated and supervised students to assure that all course objectives were met
- Interfaced with leads and supervisors to solve problems and improve processes

Embry-Riddle Career Services

Student Assistant/Student Ambassador

Daytona Beach, FL
May 2019-Present

- Answered general questions relating to career services department and its' services
- Answered main department telephone and screen/route calls
- Assisted program managers as needed and in daily office functions: typing, filing, making copies and other duties assigned
- Scheduled appointments with office staff

Embry-Riddle Printing Services

Print Shop Bindery Assistant

Daytona Beach, FL
January 2019-Present

- Arranged Embry-Riddle acceptance letters for mailing
- Modeled ERAU adverts and magazines
- Designed books for ERAU students

Gambia Civil Aviation Authority

Flight Safety Cadet

Banjul, The Gambia
September 2017-
December 2018

- Computed billing memo for validated flight and cabin crews
- Prepared validated flight and cabin crew certificates
- Issued Overflight and Landing permits
- Processed certificate of Registration of Aircraft

SKILLS

- Troubleshooting Aircraft Systems: Electrical, Pneumatics, Hydraulic Systems
- Proficient in Microsoft Office applications (Word, Excel, PowerPoint)
- Fluent in three languages – English, Mandingo and Wolof (Moderate)