

NON-FLYING RESUME

386-555-9899 • nfresume@email.com

OBJECTIVE

To obtain an entry-level management position with Dusty Airlines.

EDUCATION

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY
Bachelor of Science in Aeronautical Science Daytona Beach, FL
Minor: Aviation Business Administration May 2012
National Dean's List, Honor Roll
GPA: 3.7/4.0

RELEVANT COURSEWORK

Principles of Management	Corporate Finance
Business Law	Organizational Behavior
Managerial Accounting	Strategic Management

WORK EXPERIENCE

BARTOW FLYING SERVICE Bartow, FL
Flight Instructor June 2006 - Present

- Ground/flight instruction for new and ongoing private, instrument, and commercial students
- Train students with practical scenario based questions in all areas of aviation

BEN HILL GRIFFIN, INC. Jensen Beach, FL
Second in Command Pilot April 2006 - Present

- Accountable for SIC crewmember duties in a CL-60 operating under Part 91
- Provided hospitality and meal accommodations for passengers

EMBRY-RIDDLE AERONAUTICAL UNIVERSITY Daytona Beach, FL
Flight Tutor Lab Instructor Jan - May 2006

- Instructed flight students in all areas of aviation studies
- Assisted students with practical aircraft operations and instrument approaches
- Spatial Disorientation Simulator Operator

AMERICAN AIRLINES FLIGHT INTERNSHIP Fort Worth, TX
Program Development Flight Department Intern Jan - May 2005

- Edited scenario-based exam questions for B737 / B757 / B767 / A300
- Responsible for scheduling reservations and packaging instructional materials to various bases
- Flight Deck jump seat responsibilities/privileges on AA/AE

SKILLS

Microsoft Word, PowerPoint, Excel, Access, Publisher; HTML

ACHIEVEMENTS

President of Omicron Delta Kappa National Honor Society
Recipient of Polk Community College Academic Merit and Public Service Scholarships
Over 100 hours volunteer community service at local public schools
International Library of Poetry Publication
Florida Bright Futures Scholar

FLIGHT EXPERIENCE

<i>Certificates and Ratings:</i>	<i>Flight Time:</i>	
Commercial Pilot Certificate	Total Time	932

ACTIVITIES

Pi Kappa Alpha
Participant in Technically Advanced Aircraft Training Simulator Program
Captain, Intramural Basketball
Embry-Riddle Aeronautical University Flight Team