

JOHN DOE

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EDUCATION Embry-Riddle Aeronautical University (ERAU) Daytona Beach, FL
Bachelor of Science, Aviation Maintenance December 2018
Area of Concentration: Business Management Minor: Avionics Line Maintenance
GPA: 3.97/4.0

CERTIFICATIONS

Withlacoochee Technical Institute Inverness, FL
State Law Enforcement Certification January – August 2013
GPA: 92.94%/100%

Airframe Certification 12/22/2017
Powerplant Certification 5/5/2018
Avionics Certification Fall 2018
FCC License Fall 2018

INTERNSHIP **Kellstrom Aerospace** Miami Lakes, FL
EXPERIENCE Sales Support May - Aug 2017 / May - Jul 2018

- Sold factory-new and surplus products-Boeing, Airbus, and Embraer
- Answered incoming orders and product questions via phone or email
- Supported the sales team by being the customer's first line of contact
- Analyzed and expedited company wide spreadsheets for accurate and proficient order processing
- Resolved product and service questions by analyzing and defining the current situation
- Ensured decisions made on disposition of nonconforming products adhered to procedures
- Worked with all departments inside the company (finances, shipping and receiving, IT)

RELEVANT **Accurate Automotive Machine Shop** New Port Richey, FL
EXPERIENCE Machinist, Manager February 2014-May 2015

- Overhauled vehicle motors and performed repairs on gas and diesel automobiles
- Trained and proficient in all engine-specific measurement tools within 0.0001 tolerance
- Calculated daily, weekly, and monthly reports on income and expenses for the company
- Maintained and updated all records for customers, employees, and work orders
- Compiled and ordered parts and materials needed to complete tasks and maintain efficiency at the shop
- Built sustainable relationships of trust through open and interactive communication with both customers and fellow employees

Thomas & Betts Ormond Beach, FL
Assembler May 2015-August 2015

- Assembled high-voltage electrical connectors & plastic dipped aluminum/copper parts
- Analyzed blueprints, schematics, and manuals to ensure proper dimensions of parts
- Communicated with team members to ensure continuous production of the correct product at high quality levels with minimal wasted time and materials
- Operated and monitored multiple pieces of equipment during operation to ensure quality production and minimal unplanned stops

WORK EXPERIENCE	<p>Embry-Riddle Aeronautical University Daytona Beach, FL Composite Materials Laboratory Assistant January 2018-July 2018</p> <ul style="list-style-type: none"> • 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 <p>Kelly Services Inc. Daytona Beach, FL Temporary Worker January 2017-Current</p> <ul style="list-style-type: none"> • Fabrication • Machine maintenance • Large scale event planning <p>Embry-Riddle Housing & Residence Life Daytona Beach, FL Resident Advisor January 2016-November 2016</p> <ul style="list-style-type: none"> • Supervised a floor of 40 residents • Organized and facilitated programs for social, academic, & personal adjustment for students <p>Kelly Services Inc. Spring Hill, FL Substitute Teacher February 2015-May 2015</p> <ul style="list-style-type: none"> • Taught grades 1-12 • Maintained classroom order • Ensured the completion of all assigned tasks <p>Citrus County Sheriff's Office Inverness, FL Sheriff's Deputy January 2014-February 2014</p> <ul style="list-style-type: none"> • Certified Sheriff's Deputy
VOLUNTEER WORK	<p>EAA AirVenture OshKosh Kid Venture OshKosh, WI Composite Structure Demonstration July 22 2108-July 29 2018</p> <ul style="list-style-type: none"> • Setup, maintained, and demonstrated proper procedures for a fiber glass wet lay up • Interacted with over 1000 children ranging from 4-17 years of age • Tailored each demonstration to accommodate the range of ages per show, including adults • Recorded the quantity of products utilized for the week for accounting purposes
SKILLS	<p>Ability to work in a team; Leadership; Adaptability; Problem solving; Responsible; Strong work ethic; Proficient in Microsoft Office applications (Word, Excel, PowerPoint); Phoenix (Kellstrom internal sales software)</p>
HONORS/ AWARDS	<p>ERAU Achievement Scholarship; Fall 2015-Current ERAU Dean's List; Fall 2015-Current ERAU Presidential Scholarship; Fall 2017, Spring 2018, Fall 2018 James & Essie Barfield Scholarship; Fall 2016 American Veteran's Award; Spring 2016</p>
LEADERSHIP/ AFFILIATIONS	<p>National Society of Collegiate Scholars - President, Treasurer Society of Aviation Technicians - Vice President National Honor Society Philanthropy Club Riddle Volunteer Program Riddle Riders Campus Outreach</p>