**Your Name**

150 W. University Blvd [Name@my.fit.edu](mailto:Name@my.fit.edu)

Melbourne, FL 32901 [linkedin.com/in/url](http://www.linkedin.com/in/url)

321-555-1212

**Education**

**Florida Institute of Technology, Melbourne, FL** May 2020

Bachelor of Science in Aviation Management, GPA 3.8

**Skills**

AutoCAD, Aviation best practices/procedures, aircraft industry and aviation techniques knowledge, Avionics management and controls goals, MS Office including Access

**Experience**

**Florida Institute of Technology, Melbourne, FL** Aug 2016 - present

*Aviation Business Simulation*

* Researched and analyzed aviation industry data
* Compiled metrics into MS Access database
* Designed modified facility with AutoCAD
* Documented results into research report
* Presented findings to Strategic Management class

*Flight Tutor Lab Instructor*

* Instructed flight students in aviation studies and flight simulation utilizing BATD
* Assisted studies with practical aircraft operations and instrument approaches
* Spatial Disorientation Simulator Operator

*Resident Assistant*

* Provided freshmen students with assistance and advisement with first year transition
* Developed and presented educational and community building programs
* Attended leadership conferences and professional development in-service programs
* Maintained discipline, inventoried furniture and enforced physical security measures

**Reid Hillview Airport, San Jose, CA** May 2019 - Aug 2019

*Assistant Airport Manager and Dispatcher Intern*

* Provided customer service at front desk
* Responded to citizen inquiries
* Entered, sorted and reported invoice data
* Managed FBO spell out services
* Maintained aircraft records and maintenance logs

**Carrabba’s Italian Grill,** Miami, FL Summers 2015 - 2016

*Server*

**Honors**

* Dean’s List

**Co-curricular Activities**

* Collegiate Aviation Business Executives - President
* Women in Aviation International
* Florida Tech Student Government - Senator