

Johnny Coop

johnnycoop@johnnycoop.com

Current Address

111 Park Avenue
Bowling Green, OH 44444
Tel.: (555) 555-5555

Permanent Address

111 Park Avenue B
Lima, OH
Tel.: (555)-555-5555

OBJECTIVE

To pursue a career in finance within the aviation industry where I can apply my formal education, skills, and experience while gaining invaluable knowledge.

EDUCATION

Bowling Green State University, Bowling Green, OH

- Bachelor of Science in Business Administration, Finance.
- Bachelor of Science in Technology, Aviation Management and Operations.
- Expected Graduation Date: December, 2006.
- Overall GPA: 3.5.

EXPERIENCE

Air Traffic Controllers, Bowling Green, OH

Intern Safety and Technology, January 2004 – May 2004, May 2006 – Present

- Served as a liaison between the department, technical representatives, and members.
- Created an online survey to gather information from members and their 350 facilities.
- Tabulated results from the survey and other sources to be used in lobbying, filing maintenance requests with the Federal Aviation Administration, and assessing the quality of the nation's air traffic control.
- Attended relevant conferences, government public hearings, and organizational meetings with technical representatives.
- Researched new air traffic control technology.
- Updated the department's online resources.
- Assisted in the development of the bookkeeping systems for the Organized NATCA Employee Union (ONEU).

Foundation for LA Anthropological Research, Bowling Green, OH

Bookkeeping Assistant, May 2005 – May 2006

- Developed and maintained the accounting system.
- Served as a liaison between the organization, banks, contributors, and suppliers.
- Filed tax documents.
- Collected and tabulated readership stats from the organization's various web domains and used the information to attract contributors.
- Maintained a customer support account.
- Managed and improved the e-commerce system.
- Devised the preliminary draft and revised the organization's Internal Control Policy along with other documents required for membership with the Ohio Association of NonProfit Organizations.

RELEVANT EXPERIENCE continued**AA Group, Vienna, Austria***Intern Network Development Middle East and Southeastern Europe, January 2003 – May 2003*

- Assisted in optimizing 19 existing route structures and creating new ones by taking in consideration slot times, minimum connecting times, aircraft sizes and availability among other factors.
- Utilized SAP software to generate reports on the financial performance of flights, routes, aircraft, and other criteria.
- Communicated with other departments to resolve discrepancies in costs.
- Performed benchmarking by utilizing software and researching from other sources.
- Active participation in negotiations with other airlines and airports for code shares, slot availability and pricing, and to attract service to Vienna.
- Experienced the effects of the War in Iraq in the development of the airline business by witnessing intense, short-term changes in demand and risk management, and contributing to changes in current flight plans and long-term projects.

Bowling Green State University Dining Services, Bowling Green, OH*Student Supervisor, March 2002 – May 2005*

- Able to work in any area and replace any absent employee.
- Maintained an efficient, clean, and safe environment.
- Trained employees and delegated tasks.
- Assisted managers with their tasks including financial accountability and reporting.

RELATED SKILLS

- Languages: Fluent in English and Spanish.
- Computer Skills: Microsoft Office, Accounting Software (QuickBooks and Quicken), AutoCad, basic knowledge of VisualBasic .NET and Primavera.

ACTIVITIES AND HONORS

- Dean's List
- William H. and Muriel A. Fichthorn Scholarship, 2006.
- Who's Who Among Students in American Universities and Colleges Award, 2006.
- Investment analysis research paper award, Fall 2005
- Center for International Programs Scholarship, 2001 – 2006.
- Outstanding Co-op Student of the Year, College of Technology, 2003.
- Volunteer Income Tax Assistant, BGSU Center for International Programs, 2006
- Gathered 200 people to create inspirational quilts for children with cancer, March 2006.
- Member of the Aviation Professional Fraternity Alpha Eta Rho, the World Student Association, and Phi Eta Sigma Honor Society, 2001 – 2003.
- Volunteered 278 hours at charitable institutions in Lima, OH, 1999 – 2001.
- Barra da Tijuca Basketball Club, Team Captain, Lima, OH, 1995 – 1998.

REFERENCE

Available upon request.

111 Park Avenue
Circleville, Ohio 44444
Or
111 Park Avenue
Bowling Green, Ohio 43402

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Home: 555 555-5555
E-mail: johnnycoop@bgsu.edu

Johnny Co-op

- Objective** To work as an intern/co-op in a position that will allow me to actively participate in the aviation business world while gaining job experience and furthering my education.
- Education** **Bowling Green State University;** Bowling Green, Ohio
Degree: Bachelor of Science in Technology
Major: Aviation Studies; Flight Technology and Operations
Expected Graduation Date: May 2007
- Certification** **BPAir Certification:** supervise aircraft fueling, complying with FAA regulation part 139.321
Private Pilot License
- Related Coursework** Private Pilot Ground School
Private Pilot Flight Instruction
Air Traffic Control and The National Airspace System
Air Transportation Management
Instrument Ground
Instrument Flight Instruction
- Work experience**
- | | | |
|--|----------|---------------------|
| September 2004 – present | MP Pub | Bowling Green, Ohio |
| • Line Chef | | |
| August 2005 – present | RDS Hall | Bowling Green, Ohio |
| • Student Clerk/ Night Guard | | |
| June 2000 – August 2005 | Pizzeria | Bowling Green, Ohio |
| • Cash management | | |
| • Food Distribution and Quality Control | | |
| • Line Chef | | |
| • Server | | |
| May 2004 – August 2004 | Tintas | Bowling Green, Ohio |
| • Production Team Matt Roller | | |
- Interests and activities**
- Boy Scouts of America Life Scout: Aviation Merit Badge
 - Alpha Eta Rho Member
- References**
- References are available on request

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EDUCATION

Bowling Green State University; Bowling Green, OH Graduation August 2006
Major: Aviation Management and Operations
Minor: General Business
GPA: 3.5; *Deans List Fall 2003*

EXPERIENCE

Aviation Administration Summer 2006
Flight Standards District Office

Intern

- Assisted Safety Program Manager with Administrative Tasks
- Assisted with Accident and Incident Investigations
- Edited and Created Many Documents and Publications

Express Airport Fall 2005

County Port Authority

Airport Operations

- Completed Airport Field Checks
- Helped Create Training Programs for Management and Maintenance Personnel
- Assisted Project Manager with CAD drawings and Terminal Renovation

Aviation International Inc. Summer 2004

Fulton Airport, OH

Office Assistant

- Revised Repair Station Manual to pass FAA Standards
- Assisted Avionics Technicians with Many Projects and Installations

ACTIVITIES

Sigma Phi Epsilon Fraternity

- Vice President 2005
- Vice President of Programming 2005
- New Member Class President 2002

People to People Sports Ambassador

- Selected to Represent the U.S. in an International Soccer Tournament in Australia
- Chosen by Coach to be Team Captain

Exchange Programs to Japan and England

- Selected to be Part of Student Exchange Programs to England and Japan

SERVICE

Dance Marathon Volunteer (largest philanthropy in Ohio)

Volunteer Elementary School Tutor

SKILLS

- Microsoft Office
- AutoCAD
- Customer Service
- Macromedia DreamWeaver
- Mediation and Critical Thinking