**John Doe**

Los Angeles, California l 1-855-0000000 l johndoe @yahoo.com

**OBJECTIVE**

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|  | To become recognized as a strong and competent leader in a globally competitive organization with special interest in the aviation industry, in which my education, knowledge, and experience can be utilized effectively and efficiently. |

**PROFILE**

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|  | * 10 years of solid experience working in the aviation industry in the United States * Exposure to administrative duties and skills in organization and coordination * Strong background in civil aviation, proficiency in management, and good business acumen * Ability to work under pressure and meeting goals within specified deadline and with high level of quality * Can work on own initiative and multi-task * Team player who can work as part of a team to meet business and organizational goals |

**PROFESSIONAL EXPERIENCE**

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|  | **Licensing Manager** *March 2007– September 2013*   * Managed the issuance and renewal of licenses of flight crew members, airmen, air traffic controllers, dispatchers, and cabin crew members * Oversaw the work of junior specialists by making and reviewing work assignments, establishing priorities, coordinating activities, and resolving work-related problems * Validated foreign licenses issued to airmen by another International Civil Aviation Organization member state * Maintained database for airmen licenses and aircraft registrations, and prepared reports and correspondence related to work * Inspected and registered aircraft to ensure adherence to licensing standards and compliance with state aircraft regulations |
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**EDUCATION**

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|  | **California State University of Northridge** *Los Angeles, California*  **Bachelor of Science major in Psychology** *2000* |
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**SKILLS**

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|  | * Training on Air Transportation Regulations and Aviation Safety * Microsoft Office * Internet |