**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
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**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
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