

## **Objective**

*With a degree in Aviation Management, current employment as an Airport Operations Agent, prior experience as a supervisor in aviation logistics, a private pilot certificate, and an extensive background in Information Technology, I will be an asset as an Airport Manager. My experience and knowledge will enable me to succeed in any task required.*

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## **Profile**

- Motivated, personable professional with management abilities
  - High degree of knowledge and skills in Aviation Management and Information Technology
  - Excellent relationships with supervisors, co-workers and employees at all levels
  - Able to resolve conflicts and problems as they arise
  - Demonstrate positive work ethics
  - Highly technical and able to quickly learn different systems
  - Displays exceptional inter-departmental communication
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## **Skills Summary**

- Property management and lease compliance
  - Coordinating personnel for large scale operations
  - Oversee and monitor helicopter operations
  - Fuel Farm Management, sales, and compliance
  - Ensure compliance with Grant assurances
  - Emergency response coordination
  - Trending data & reporting
  - Oversee Airport Improvement Projects
  - Employee training and documentation
  - Managing, leading and motivating personnel
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## **Professional Experience**

### ***Airport Operations Agent***

- Perform daily inspections of the airport property
- Prepare daily, periodic reports regarding airport operations, and activities; maintain accurate records and files
- Manage the fuel farm
- Ensure compliance with FAA, state, city, and airport safety rules and regulations
- Respond to airport emergencies and directs appropriate emergency response
- Train and maintain records for tenants, employees and contractors
- Perform research for airport projects, developing the master plan, and contract tower selection
- Oversee construction projects and ensure compliance with FAA regulations
- Ensure expenditures are within budget, create purchase orders and change orders when required

### ***Helicopter Landing Officer***

- Manage key performance indicators for operations and personnel
  - Passenger briefing
  - Aircraft loading and unloading
  - Manifesting operations
- Prepare and facilitate daily safety meetings
- Manage, oversee and assist Helicopter Deck Assistants, Refuelers and Passenger Counter Clerks
- Ensure security protocols and safety policies are followed and report any discrepancies

### ***Flight Coordinator***

- Oversee and monitor personnel and equipment at the heliport relating to aircraft operations
- Advise and Inform aircraft pilots requesting to taxi
  - That the tail area of the aircraft is clear
  - Taxi route on PHI parking area
  - Identify and advise of hazards along the aircraft's taxi route in the parking area
- Coordinate fueling operations
  - Direct the PHI refueling truck to safe ramp positions
  - Issue fuel orders to the PHI refueling truck

## Professional Experience Continued

### *Information Technology Operations Manager*

- Build, install and administer computer systems for the Microsoft Windows Server and Client Network
- Implement, setup and manage user software such as UPS WorldShip, Dentrix and Practice Works
- Created the procedures for invoicing and billing
- Manage On-Site Technicians by identifying, prioritizing and scheduling On-Site jobs
- Design and repair networks for small business
- Train users on software and general computer use

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## EDUCATION

*Louisiana Tech University, Ruston, La* Mar. 2006 to  
Bachelor of Science in Aviation Management Aug. 2011

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## WORK EXPERIENCE

June 2016 – Present	<i>Airport Operations Agent</i>	
	City of Boulder City	Boulder City, NV
July 2013 – June 2016	<i>Lead Retail Sales Consultant</i>	
	Sprint Corp.	Las Vegas, NV
May 2012- June 2013	<i>Helicopter Landing Officer</i>	
	Cenergy, Intl.	Houma, LA
May 2010 – June 2012	<i>Information Technology Operations Manager</i>	
	Computer Evolutions	Baton Rouge, LA
June 2009 – August 2009	<i>Airport Operations Intern</i>	
	Baton Rouge Metropolitan Airport	Baton Rouge, LA

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## CERTIFICATIONS & TRAINING

*AAAE Airport Certified Employee: Airfield Operations* Dec. 2019

- Self-study, review course, and knowledge test

*AAAE Airport Safety and Operations Specialist School* May 2018

- Completed in person course and knowledge test

*Remote Pilot* March 2018

- Part 107 unmanned aerial system pilot certificate

*GLMS (iLogistics) Training* Aug. 2012 to Dec. 2012

- Invoice reconciliation process for Shell Oil

*Helicopter Landing Officer*

- Completed Helicopter Landing Officer training and certification at Falck Alford May 2012
- Customer Service/ Customer Relations June 2012
- Annual Safety Refresher Courses June 2012
- HLO Employee Training June 2012
- 49 CFR Hazardous Material Transportation June 2012

*Private Pilot Certification* 2006-2010

- Louisiana Tech University Courses Completed
  - Professional Aviation Ground up to the commercial level
  - Corporate Aviation
  - Airport Planning & Management

*Motor Vehicle Inspector*

- General Vehicle certification at Louisiana Technical College June 2006
- OBD II certification at Louisiana Technical College June 2006

## Phillip Trissell

680 Delta Way  
Watsonville, CA 95076

831-254-5111  
pstrissell@gmail.com

### Career Profile

Detail oriented, results driven aviation and business management professional with a focus on customer service, team building, problem solving, organization and logistics. Ability to think and act independently within the scope of responsibilities.

### Areas of Expertise

Airport management and operations, budgeting, employee training and evaluation, airport grounds and facilities management, scheduling, tenant and community relations, lease development and administration, AIP grant application and administration

### Airport Employment Experience

**Airport Manager – (November 2012 – Present)**

Bonny Doon Airport – Santa Cruz, California

Developed, implemented and continually manage annual operating budget  
Corrected the FAA 5010 Master Record and updated the Airport Operating Permit  
Updated and administer established Airport Rules and Regulations  
Oversee airport self-inspection and implemented ongoing preventive maintenance program  
Identified and managed acquisition of four adjacent residential properties exceeding \$5 million to mitigate FAR Part 77 penetrations. Removed vegetative penetrations  
Developed and attached avigation easements to respective property records. Managed resale process following mitigation.  
Secured and manage multiple contractors for landscape, maintenance, IT, janitorial and construction activities  
Established excellent working relationships as liaison with community and multiple governmental agencies  
Developed and managed agreements and leases including wildfire basecamps for CalFire and PGE.

**Airport Director – (April 1995 – May 1996)**

Lake Tahoe Airport – South Lake Tahoe, California

Directly responsible for direction, planning, operation and maintenance of FAR Part 139 Certificated (ARFF Index B), tower controlled, primary, air carrier airport in a mountain top, resort community  
Prepared and successfully presented an air traffic control tower retention plan to federal congressional, FAA, and budget management decision makers  
Completed multiple airport improvement projects including a six million-dollar hangar/ramp construction project, fuel farm relocations and clean up, airport access roads and drainage improvements

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### **Airport Employment Experience – (Continued)**

**Airport Operations and Maintenance Manager – (November 1990 – April 1995)**  
Lake Tahoe Airport – South Lake Tahoe, California

- Directly responsible for inspection, maintenance, operations, ARFF and snow removal
- Developed effective, cohesive team of fifteen Airport Operations and Maintenance technicians
- Coordinated and administered required training, supervision and evaluations of team members
- Successfully planned and conducted FAR Part 139 biannual airport emergency disaster drills
- Worked closely with multiple city departments for specialized support as needed
- Developed and maintained a mutual support network for airport and community emergencies
- Attained perfect airport certification inspections with no discrepancies
- Developed and implemented effective snow removal plan – annual snowfall 200 inches

**Airport Maintenance Supervisor – (October 1989 – November 1990)**  
Morristown Municipal Airport – Morristown, New Jersey

- Responsible for inspection and maintenance of nation's 10th busiest, international reliever airport including an airport owned, 100,000-gallon fuel storage facility
- Supervised staff of seven Airport Maintenance Technicians
- Conducted accelerometer runway friction testing. Managed airport NOTAMS
- Responsible for extensive wildlife control plan and related mitigation

**Airport Management Intern – (June 1988 – October 1989)**  
Santa Maria Public Airport District – Santa Maria, California

- Assisted the Airport General Manager with all aspects of planning, direction, operation and development of a FAR Part 139 Certificated (ARFF Index B), primary, air carrier aircraft
- Developed and presented staff reports to the Airport Board of Directors

### **Business and Facility Management Experience**

**Facilities Manager – (July 2016 – August 2020)**  
Editorialist YX – Santa Cruz, New York City, Delhi India

- Designed, procured, and set up all equipment, supplies, and vendor services for start-up luxury/technology company with locations nationwide
- Recruited IT professionals to establish secure wireless networks at all locations
- Developed and implemented ongoing preventive maintenance schedules for all facilities

**Self Employed Owner Operator – (May 1996 – April 2012)**  
Sprockets – Santa Cruz, California

- Developed business plan, secured financing, negotiated and leased locations to establish a world class, award winning retail bicycle business
- Supervised staff of twelve sales and service professionals
- Developed and administered accounting system and ongoing budgets

## Phillip Trissell

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### Education

San Jose State University – (September 1983 – May 1988)  
Bachelor of Science – Aeronautical Operations (Minor in Business Management)  
GPA – 3.3/4.0

### Additional Qualifications

#### Private Pilot

Airplane single engine land 1600 hours  
Member AOPA  
Owned a Beechcraft Sundowner 1986 - 2006

#### American Association of Airport Executives (AAAE)

Member Southwest Chapter AAAE (SWAAAE 1988 – Present)  
AAE Executive Candidate – Successful completion of PDI institute  
Successfully completed AAAE/Texas A&M ARFF Academy (2/22/1991)  
Successfully completed AAAE ARFF “Train the Trainer” school (1/12/1993)  
Guest speaker at National Airports Conference – (1991)  
Attended National Airports Conference – (1988/89/91)  
Attended Penn State Airports Conference – (1990)  
Attended SWAAAE Airport Management Short Course – (1989/93/95/96)  
Attended Airport Snow Symposium – Buffalo New York (1990)

#### Working Groups

Northern California Airport Manager Working Group – (1991-1996)  
California Airport Noise Abatement Officer Forum – (1990 – 1995)  
Assistant Director of Operations – Golden State Air Fair (1988/89)  
Chairman South Lake Tahoe Air Fair – (1994/95)

#### Other Training

CPR and First Responder Training (current 3/1990 – 10/1996)  
Successfully completed CFR Aircraft Fueling Inspector training – (4/1991)  
Official observer for San Francisco International Airport disaster drills – (1991/93)

# STEFAN VARHOLIK

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## PROFESSIONAL SUMMARY

Aviation Operations Specialist with 12+ years' experience. Areas of expertise include Airport Property Management at San Francisco International Airport, Communications with Air Traffic Control, Pilots, Crew Chiefs, Ramp Workers, Airline Customers, and the FAA. Experienced in writing reports and developing computer presentations. Knowledge and hands on experience handling emergency situations pertaining to airline customers and aircraft safety both in-flight and on the ground. Handled equipment both setup and removal of aircraft to/from gates at major airports. Communicated with pilots while in the air to track and control flight and send/receive information in relation to weather and emergencies. I have personally handled major emergencies while the aircraft was in flight including Pan Pan and communications to rescue teams. Experienced in customer medical issues on board aircraft by connecting flight attendants with doctors on ground. Happy to be of service and passionate for aviation and its customers!

## SKILLS

- Experienced Manager
- Fluent in Spanish
- Federal Aviation Administration (FAA) regulations
- Familiar with Boeing and Airbus Aircraft
- CPR certification
- AED certified
- MS Windows expert
- Natural leader
- Active listening skills
- Passion for travel
- Friendly
- AAAE C.M. (Certified Member Designation): Final certification test to be taken in coming weeks
- Office Environment Team Leader
- Flexible
- Energetic and enthusiastic
- FAA Class II medical clearance
- Enroute Air Traffic Control facility experience
- Quality/Safety Assurance FAA staff experience
- Written and oral communication skills
- Multitasking skills
- CPR/First Aid certified
- Safety management
- Managing Airport Leases and Permits

## WORK HISTORY

### Airport Property Manager

City and County Of San Francisco - San Francisco, CA

10/2018 - 10/2019

- Managing the various activities of tenants, including airlines, aviation support providers, fuel companies, government agencies and quasi-government entities, related to the following properties – terminals, land, office buildings, cargo facilities, parking garages, hangars and other properties

- Performing various tasks related to the leasing and management of Airport lands, terminals, buildings and other public service outlets
- Preparing verbal and written reports and recommendations to management for achieving maximum revenues from the leasing and rental of Airport properties and improvement of operating policies and practices to increase efficiencies
- Managing the outreach and competitive selection process for award of aviation-related contracts at the Airport; and performing related duties as required.
- Negotiate non-concession related, non-competitive land and facility rental, contracts and renewals: including month-to-month permits and leases with potential tenants for rates, size and use of space, location, responsibility for repairs and maintenance and term of agreement.
- Draft and administer proposals of use, bid packages, leases, permits and other documents relative to concession opportunity sites: negotiates with prospective tenants in the development of bidding guidelines for the awarding of retail concession contracts, adhering to Commission guidelines and standards in order to maximize potential income and minimize costly alterations to ensure that property is used for activities which conform with codes, policy and developmental strategy
- Prepare drafts for form and content before submission to management and the Airport's General Counsel; coordinates closely with legal counsel and other staff as appropriate in matters of lease preparation and litigation; prepares Commission packages for management review and approval.
- Monitor current data based lease management system: including record-keeping procedures for rental of property; including updating property inventory, reports and manuals; administers commencement and expiration of leases, concession agreements and various space permits; updates lists of interested tenants; notifies tenants of adjustments in rental rates; oversees tenant location maps, exhibits or plans to reflect current status of assigned properties; coordinates internal notification regarding changes of tenancies and existing tenant operating parameter; reviews the status of insurance and bonds.
- Manage and administer active agreements: for compliance with Airport policies, procedures and lease terms; inspects properties on a regular basis to ensure compliance with lease terms, Airport and life/safety practices; prepares and monitors maintenance work requests; contacts tenants regarding timely and correct payments and resolving delinquent payments; monitors tenant improvement programs for new and existing tenancies, including design review; manages transition of possession of leased premises.

### **Air Traffic Control Communications Leader**

**Rockwell Collins, ARINC** - Livermore, CA

04/2013 - 10/2018

- Relay Air Traffic Control Clearances / Messages / Flight Operational Messages to pilots
- Record and properly format flight messages per company guidelines (Re-release / Holding / Flight Plan changes)
- Qualified training including: Domestic / International Airport Locations, Company Call-signs, Reporting way-points, Computer Pilot Data Link Communications (CPDLC) / SELCAL / VHF / HF radio frequencies and propagation, METAR Reports, TAF Reports, Flight Plan Reports, Connected aircraft phone patches
- Extensive training in emergency procedures - Sensitive Security Information Trained
- Announced and demonstrated safety and emergency procedures

- Contributed to improvements in the SRM process, hazard analysis and assessment
- Monitored the movement of aircraft to minimize delays and maximize safety
- Utilized standard operating procedures, effective crew resource management, communication and procedures specified in the company operation manual
- Maintained air-to-ground and point-to-point radio contact with aircraft commanders
- Monitored aircraft using radar, computer equipment or visual references
- Informed pilots potentially hazardous conditions
- Managed all systems and situations affecting the flight while preserving passenger comfort, safety and well being
- Worked within flight operations to maintain a culture of safety with efficient procedures
- Provided flight path changes or directions to emergency landing fields
- Utilized communications systems to direct the movement of pilots and ground personnel

### **Aeronautical Engineer A&P Training**

**Aero Turbine Inc.** - Stockton, CA

01/2012 - 04/2012

- Setup and install fuel controls, and required electrical circuits to conduct tests properly match
- Setup fixtures for calibrating parts and calculate required formulas (Mass air flow, Orifice size, Temperature / Density changes)
- Write / Review Technical Orders involving jet engines (J85, J79, J69)
- Revise and create repair orders; Document and file paperwork accordingly
- Create and update excel files with current part numbers and nomenclature
- Assist CEO and Vice President with data entry and technical drawing updates using Microsoft Office and AutoCAD
- Worked directly with FAA, military, clients, management to achieve contract specifics and revised technical orders
- Researched and updated all required materials needed for firm and partners
- Supported Chief Operating Officer with daily operational functions
- Performed initial client assessment and analysis to begin research process
- Obtained documents, clearances, certificates and approvals from local, state and federal agencies

### **Air Hub Manager**

**United Parcel Service** - San Jose, California & Oakland, California

09/2007 - 04/2011

- Lead a team of 25+ employees in the loading/unloading of UPS aircraft (B767, B757, B747, A300) safely and efficiently
- Dispatching Aircraft
- Setup, removal, and inspection of parts in and around the aircraft
- Coordinate and schedule the job functions of each employee prior to arrival
- Knowledge of Federal Aviation Administration laws and procedures was mandatory as I insured aircraft worthiness alongside A&P mechanics
- Contributed to improvements in the SRM process, hazard analysis and assessment
- Monitored the movement of aircraft to minimize delays and maximize safety



- Ensured that all crewmembers were fully qualified, properly rested, prepared for flight, had all required licenses and certificates in their possession and were briefed on all specific requirements of the trip
- Utilized standard operating procedures, effective crew resource management, communication and procedures specified in the company operation manual
- Prepared relevant SRM documents in conformance with the Safety Management System (SMS) order
- Calculated the aircraft weight and balance, performance and fuel requirements
- Maintained air-to-ground and point-to-point radio contact with aircraft commanders
- Performed and supervised airfield management activities
- Controlled arriving, departing and transitioned aircraft in the airport
- Coordinated communication between air traffic control and maintenance personnel
- Directed ground crews in the loading and unloading of aircraft cargo or baggage
- Ensured that all aircraft operational matters were within manufacturers, FAA and company limits including fuel loading, weight and balance and performance measures
- Trained operations staff
- Assisted with the Safety Risk Management (SRM) process
- Informed pilots potentially hazardous conditions
- Remained current and qualified in assigned aircraft
- Utilized communications systems to direct the movement of pilots and ground personnel

### **Aviation Line Service Technician**

**Atlantic Aviation** - San Jose, CA

02/2009 - 06/2009

- Prepare aircraft for flight, service fuel tanks and oil tanks
- Conducted the refueling, aircraft parking, valet, pilot accommodations (Serviced aircraft)
- Read and interpret maintenance manuals and repair logs
- Conduct frequent inspections and inspected airframes for possible defects
- Worked with a team to efficiently promote job completion
- Loaded, stowed and unloaded baggage, cargo and freight, and submitted completed documentation to management
- Greeted passengers, verified tickets and directed passengers to assigned seats
- Maintained a friendly, positive attitude when dealing with distressed passengers
- Relayed updates and information to passengers in a friendly and timely manner
- Explained the use of safety equipment and answered passengers' questions

### **EDUCATION**

**Bachelor of Science:** Engineering-Aviation Operations, Business Management

**San José State University** - San Jose, CA

2020

- Coursework in Operations and Management
- Associate's Degree in Business
- Coursework includes: Speech and Communication, Negotiation, and Law

## **LANGUAGES**

Bilingual: English and Spanish

# Matt Nelson, C.M., ACE, ATP

(831) 915-0307 [pacificgrovenelson@sbcglobal.net](mailto:pacificgrovenelson@sbcglobal.net)

Excellent knowledge of FAA and TSA Regulations Part 1542, 139 and 121 with extensive experience in managing and directing work groups of various skills and abilities. Strong aptitude and experience in ensuring compliance with contract terms, rules and regulations, security procedures, and focus of enhancing the safe and efficient operation of airports.

## EDUCATION

University of California at Santa Barbara | BA Political Science 1994

Loretta Scott Academy graduate (CM) 2013

Flight Safety International | Graduate Turbine Transition 1998

## Certifications and Licenses

AAAE Certified Member (CM)

ACE-Operations

ACE-Airport Security

ACE-Safety Management Systems

AAAE Airport Security Coordinator

ATP (Airline Transport License)

CFI (Certified Flight Instructor)

CFII (Flight Instructor Instrument)

MEI (Multi Engine Instructor)

Real Estate License DRE# 01944746

## EXPERIENCE

### Senior Project Manager/ADK Consulting & Executive Search

*Jul 2015-Present*

- Manage and lead small teams to recruit and conduct national searches for senior management and executive level leadership specializing in airports
- Conduct and prepare reports for Airport Sponsors on Organizational Evaluation, Succession Planning, and Interim/Transitional Management. Demonstrated successful track record in providing guidance and studies on ensuring compliance with airport rules and regulations
- Demonstrated success on improving airport efficiencies and staff moral
- Create and make presentations to Airport Sponsors, Supervisors, City Managers, Mayors, City Council, and various boards

### Board Member/ Monterey Peninsula Airport District

*Jan 2011– Mar 2019*

- Served two elected terms, twice as Chair
- Served on board committees including: budget and finance, air service marketing and community relations, and airport property development and leases
- AAAE, SWAAAE, ACI-NA, and CSDI attendee of numerous conferences that provided opportunities and suggested best practices to Board

### Sales Agent/Mahoney & Associates

*May 2013 -Jun 2015*

- Executed Commercial Sales and Leasing contracts throughout Monterey County
- Drafted single-net, double-net, triple net, gross leases, and percentage and escalation clauses

### Airport Intern/Salinas Municipal Airport (KSNS)

*Mar 2012-Nov 2012*

- Shadowed and trained under Public Works Director Gary Petersen in the following areas:  
Administration, operations, maintenance, planning and capital development of a 650-acre general aviation airport.

# Matt Nelson, C.M., ACE, ATP

(831) 915-0307 [pacificgrovenelson@sbcglobal.net](mailto:pacificgrovenelson@sbcglobal.net)

## Professional Memberships/Affiliations/Boards

AAAE

SWAAAE

- Recurring moderator and panelist
- Program Committee Member
- Mentor/Mentee Program

NEC

ACI-NA

CSDI

Delegate attendee of over 20 conferences

The Rotary Club of Monterey (2011-Present)

- President 2020-2021

The Hospice Giving Foundation (2015-2019)

- Board Secretary

Central Coast Youth Sports Organization (2012-2014) Greenfield, CA

- Board Secretary

## Skills and Hobbies

Fluent in Spanish

Running/Hiking

Mountain Biking

Reading (History/Adventure)

Downhill skiing

## EXPERIENCE CONTINUED

The airport includes: 750,000 square feet multi-unit commercial/industrial facilities, 5,000,000 square feet of paved surfaces, 300 acres of undeveloped land, and over 50 miles of utilities – electric, water, sewer, stormwater, and gas. 5 employees. \$1.4 million Salaries and Operations budget. \$200,000-\$2.0 million Capital Budget. Assisted in preparing reports, resolutions, agendas, and presentations for 7 member appointed Advisory Commission.

- Liaised with The California International Airshow volunteers ensuring compliance and safety on both the airside and landside operations

### Pilot/Southwest Airlines (Part 121)

Apr 2002-Jan 2010

- Captain-Qualified Part 121 Line Pilot
- CIRT Member (Critical Incident Response Team)-Team of 29 pilots trained to aide crew members in the event of catastrophic events. This provided positive leadership to crew members in returning to active flight status

### Mesa Airlines (Part 121) Nov 1997-Apr 2002

#### Regional Chief Pilot

Mar 2001-Apr 2002

- Supervised 250 Part 121 pilots
- Ensured Part 121/139 compliance at over 25 outstation airports
- Conducted over 100 pilot interviews
- Liaised with ATC, Dispatchers, and Chief Pilot in the safe and efficient movement of passengers, cargo and aircraft.
- Assisted in termination and reprimand proceedings.
- Worked with and through issues brought up by ALPA (Airline Pilots Association)

### Check Airman and Line Pilot

Nov 1997-Mar 2001

- Trained First Officer and Captain Candidates during Initial Operating Experience (IOE)

Flight Instructor at the Mesa Airlines Pilot Flight School-Aircraft Beechcraft 1900/D

### Flight Instructor/Monterey Navy Flying Club & Del Monte Aviation (Part 141 & 61)

Nov 1995-Nov 1997

- Provided primary and advanced flight instruction specializing in the T-34/B

# Neil Levine

Henderson, NV 89016  
[neilev8@gmail.com](mailto:neilev8@gmail.com)  
702.491.8687

Looking for an opportunity to apply my management style, experience and skill sets.

Willing to relocate to: Northern Nevada - -  
Authorized to work in the US for any employer

## Work Experience

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### **Managing Director**

Gourmet Foods, Inc - Las Vegas, NV  
February 1989 to December 2020

#### Responsibilities

Oversaw all aspects of food distribution operation at the Las Vegas facility for leading food manufacturer headquartered in Los Angeles, CA including sales, marketing, transportation, personnel, accounting and customer service.

#### Accomplishments

Ascended to positions of senior management including Branch Manager, Regional Director and National Sales Director understanding that loyalty, integrity and trust are paramount for continued growth.

#### Skills Used

Sales development, marketing strategies, superior customer service, conflict resolution and attention to detail while building sustainable working relationships at all levels of decision-makers for casino operators, hotel chains, airline caterers, country clubs and restaurants.

### **Service Supervisor II**

Emery Worldwide - Los Angeles, CA  
October 1984 to January 1989

#### Responsibilities

Supervised loading and unloading of air freight containers from stretch DC-8 aircraft at LAX. Hired as Service Supervisor working in dispatch and drayage operations initially.

#### Accomplishments

Promoted to Service Supervisor II with responsibility for all operations geographically from the San Fernando Valley in Los Angeles county north to San Luis Obispo county.

## Education

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### **Academic Studies in Communications**

California State University - Long Beach, CA

## **Associate in Arts (AA) in Radio & Television**

Fullerton College - Fullerton, CA

### Skills

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- Conflict Management
- Logistics
- Business Development
- Strategic Planning
- Team Management
- Sales Management
- Freight Experience
- Data entry
- Customer service
- Phone etiquette

### Assessments

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#### **Management & Leadership Skills: Planning & Execution — Familiar**

November 2020

Planning and managing resources to accomplish organizational goals

Full results: [Familiar](#)

#### **Management & Leadership Skills: Impact & Influence — Proficient**

November 2020

Choosing the most effective strategy to inspire and influence others to meet business objectives

Full results: [Proficient](#)

Indeed Assessments provides skills tests that are not indicative of a license or certification, or continued development in any professional field.

# JODY MILLER

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## PROFESSIONAL SUMMARY

My air traffic control, and airport management experience, combined with what I learned from the highly regarded Human Communications Bachelors program at California State University Monterey Bay leaves me uniquely qualified to transition quickly and successfully into the civilian air traffic control sector.

- Currently Active Duty USN, available to start 15Jun2021.

## SKILLS

-Active Secret Security Clearance  
-Active class II FAA medical certificate  
-Air Traffic Control Tower Operator, credential #170500396

-Microsoft Office Proficient  
-Obtained certificates and maintained annual currency in DOD Information Assurance, Records Management, Operational Risk Management, Operational Security, and Time Critical Risk Management.

## WORK HISTORY

**Air Terminal Operation Center Duty Officer** • *Bahrain International Airport*  
Manama, Bahrain • August 2020 to Current

Responsible for the safe and timely execution of the Air Logistics Department mission. Direct supervision of 20+ employees from 4 different agencies encompassing both the civilian and military staff at Bahrain International Airport in 1,511 flight operations transporting 5,091 tons of cargo, and 9,754 passengers.

OTHER DUTIES: Continuous Coordination between United States Military (USN, USMC, and AF) Bahrain International Airport Ground services, British Royal Air Force, and civilian aviation agencies to move personnel, deliver parts, mail, fuel, and ammo throughout the Middle East region.

- Hours worked-40+ per week
- Supervisor- AC1 Takiyah Robinson- may be contacted at Takiyah.Robinson@me.Navy.Mil or DSN phone number 318 439 9623
- Compensation-Military E5 Paygrade

**Tower Branch Chief (Manager)** • *Naval Air Station San Nicolas Island*  
San Nicolas Island, CA • February 2017 to August 2020

Directly responsible to the base Commanding Officer, managed controllers in the safe and expeditious handling of 7,093 mishap-free flight operations, including the movement of 31,984 passengers. Responsible for 22 controller qualifications, including 9 supervisory designations.

OTHER DUTIES: Qualified and maintained currency and proficiency on 4 professional air traffic control positions : Facility Watch Supervisor, Tower Supervisor, Tower Local Controller (CTO), Tower Ground Controller. Directly supervised 22 military air traffic controllers, 6 electronics technicians, and 4 civilian weather advisors as the Air Operations Leading Petty Officer.

- Hours worked-40+ per week
- Supervisor- ACC Michael Zamarripa, may be contacted at Michael.Zamarripa@Navy.Mil or (817) 846 2889
- Compensation- Military E4-E5 paygrade

**Radar Branch Supervisor** • *Naval Air Station Corpus Christi*

Corpus Christi, TX • February 2014 to February 2017

Oversaw the safe completion of 12,218 mishap-free flight operations while supervising the RADAR watch team. Responsible for 51 controller qualifications, including five supervisory designations.

OTHER DUTIES: Qualified and maintained currency and proficiency on 7 professional air traffic control positions: Radar Supervisor, Tower Ground Controller, Clearance Delivery, Tower Flight Data Controller, Radar Sector Controller, Radar Final Controller, and Base Operations Supervisor.

- Hours worked- 40+ per week
- Supervisor- Nicholas Huddleston (now FAA) may be contacted at NRHuddleston@Gmail.com or (256) 343 4162
- Compensation- Military E3-E4 Paygrade

**EDUCATION**

**Bachelor of Arts** - Human Communications • *California State University At Monterey Bay*  
Marina, CA



# Adam DeBard

## Senior Business & Operational Leader

Merced, CA 95340

[adamdebard@gmail.com](mailto:adamdebard@gmail.com)

(209) 769-5514

I am an accomplished, forward-thinking, and goal-oriented professional with a demonstrated background of successfully leading key business strategies toward focused growth, improvement of foundational goals, and technology savvy. I use my skills to analyzing business processes and identify opportunities for improved performance and overall effectiveness of personnel. I have developed a talent for providing transformational leadership, with the ability to lead cross-functional teams to achieve operational goals. These broad strokes have detailed systems and processes which have served as the catalysts to my success.

Willing to relocate: Anywhere

Authorized to work in the US for any employer

## Work Experience

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### President

Global Modular, Inc - Atwater, CA

November 2001 to Present

Provide executive-level leadership, reporting to the Board of Directors, with accountability for the continuous progress, financial stability, and growth of the organization.

Oversee the proper allocation of funds, ensuring alignment with business objectives and needs. Guide cash management initiatives. Analyze financial status of organization to develop and execute critical P&L strategies focused on the achievement of long and short-term plans. Establish priorities and perform job appraisals.

Mentor, Lead, Manage Performance, and Conflict Management of staff and Management. Execute and enforce policies and standards. Interview, select, and train employees. Administer corporate records management with high level Confidentiality.

Provide immediate impact on Lean Manufacturing, Lean Productivity, streamlining strategic initiatives, overseeing program management, and communicating objectives between departments.

Proven experience in a business management role, with a special focus on Executive-level and inter-departmental collaboration.

Oversee strategic business initiatives from development through successful execution with the guidance of the Senior leadership, and departmental heads.

Use Kaizen meeting format to bring teams together which includes project review, goal setting and division of duties to eliminate waste and speed implementation of desired results.

Review, Design, Approve, and Execute on improvements to organizational structure, find knowledge and skill gaps, and help address them while improving current processes and coordinate organizational procedures for optimized efficiency and productivity.

## Education

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### **BA - Bachelor of Science in Business Administration**

Walla Walla University - College Place, WA

1987 to 1991

### **MBA - Master of Business Administrator in Business Management**

Charter University

## Skills

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- Strategic Analysis & Planning (10+ years)
- Strategic Partnerships (10+ years)
- Financial & Operation Management (10+ years)
- Risk Analysis and Management (10+ years)
- Program Audits (10+ years)
- Contract Negotiations (10+ years)
- Organizational Change Management (10+ years)
- Performance Management (10+ years)
- Project Management and Document Tracking (10+ years)
- Budget Administration (10+ years)
- Process Design & Management (10+ years)
- Efficiency Management (10+ years)
- Vendor Accountability (10+ years)
- Project Team Development (10+ years)
- Professional Judgement (10+ years)
- Multi-Tasking & Problem Resolution (10+ years)
- Management Paradigm Constraints (10+ years)
- Microsoft Office, Windows, Visio, Project (10+ years)
- Business Change Stream Mapping (10+ years)
- Operations
- Management
- Lean Manufacturing (10+ years)
- Conflict Management (10+ years)
- Kaizen Meetings (10+ years)
- Process Improvement
- Computer Networking
- Salesforce (10+ years)

- Forecasting
- Business Analysis
- Recruiting
- Microsoft Project
- Profit & Loss
- Team Management
- Program Management
- Strategic Planning
- P&L Management
- Pricing
- Records Management

## Languages

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- English - Expert

## Links

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<http://linkedin.com/in/adam-debard>

## Certifications and Licenses

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### **HCD Commercial Coach Manufacturer License**

July 2004 to Present

Required licensing to Manufacture commercial modular buildings

### **CSLB Commercial Contractors License - Class B**

April 2004 to Present

California Contractors State License Board

### **FBI & DOJ Security Clearance**

August 1996 to Present

Department of Justice

### **FAA Private Pilot License**

November 2010 to Present

Federal Aviation Administration

### **FAA Commercial UAV (Drone) Pilot**

January 2019

Licensed by the FAA Part 107 to commercially fly UAV (Drones) in commercial airspace.

### **FEMA IC-100 - Incident Command System (ICS)**

May 2018 to Present

Introduction to the Incident Command System, introduces the Incident Command System (ICS) and provides the foundation for higher level ICS training. This describes the history, features and principles, and organizational structure of the Incident Command System. It also explains the relationship between ICS and the National Incident Management System (NIMS).

### **FEMA IC-700 - National Incident Management System (NIMS)**

June 2018 to Present

Introduction to the National Incident Management System (NIMS). The National Incident Management System defines the comprehensive approach guiding the whole community - all levels of government, nongovernmental organizations (NGO), and the private sector - to work together seamlessly to prevent, protect against, mitigate, respond to, and recover from the effects of incidents. It also explains basic understanding of NIMS concepts, principles, and components.

### **CAPT 116 - Emergency Services: Regulation 60-3 & 173-2**

April 2018 to Present

Regulation prescribes concepts, policies, and standards that govern all Civil Air Patrol (CAP) supervisory, ground, and flight personnel in the training, qualification, and execution of CAP operational missions.

### **CAPT 117 - Emergency Services: Critical Incident Stress Management (CISM)**

April 2018 to Present

It is a comprehensive, multi-faceted, systematic approach to dealing with the emotional aftermath of trauma. Civil Air Patrol has adopted the International Critical Incident Stress Foundation (ICISF) model, formerly known as the "Mitchell Model" of crisis intervention. While it is solidly based on accepted psychological theory regarding psychotraumatology (psychological trauma), it is not psychotherapy. It is an organized way for members to get together in a safe and structured environment to share their common experiences, which will be discussed later in greater detail.

### **CAPT ICS-300 - Intermediate Incident Command for Expanding Incidents**

January 2019 to Present

This course covers Organization and Staffing, Organizing for Incidents and Events, Resource Management, and Air Operations. The following topics are included: ICS staffing and organization, including reporting and working relationships and information flow; transfer of command; Unified Command functions in a multijurisdictional or multiagency incident; ICS forms; resource management; interagency mission planning and procurement. This course is recommended for persons with ICS supervisory positions.

### **California Drivers License**

February 1984

Class C & M1 with No Restrictions

### **California Real Estate Salesperson**

June 2020 to June 2024

Help clients Purchase, Sell, or Leasing properties. Advise clients about market conditions, and provide guidance and assistance throughout the process.

- Generate leads for seller and buyer business.
- Schedule showings and then follow up with other agents to provide feedback for sellers.

- Perform Competitive Market Analyses for clients.
- Market listings on behalf of sellers.
- Inform sellers of disclosure policies.
- Provide tips to sellers for staging their property for sale.
- Show suitable homes to buyers.
- Hold open houses on behalf of sellers.
- Present all purchase offers to sellers.
- Help buyers identify different types of mortgage loans to find one that best suits their needs.
- Negotiate prices on behalf of clients.
- Review inspection results and take necessary action.
- Work closely with title companies to ensure smooth transfer.
- Attend all closings.

## Groups

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### **Aircraft Owners and Pilots Association**

February 2009 to Present

AOPA exists to serve the interests of its members as aircraft owners and pilots, and to promote the economy, safety, utility, and popularity of flight in general aviation aircraft. In 1971 the organization purchased Airport World Magazine, moving its operations to Bethesda, Maryland.

[www.eaa.org](http://www.eaa.org)

### **National Society Sons of the American Revolution**

February 2007 to Present

Sons of the American Revolution is a patriotic organization. Its members are male descendants of people who served in the Revolutionary War, or who contributed to establishing the independence of the United States.

[www.sar-nevada.com](http://www.sar-nevada.com)

### **ARES Emergency Services**

Present

Emergency Services Radio Operator

<http://mercedares.org>

### **Civil Air Patrol, California Wing, Group 6, Squadron 147**

Present

Senior Member, Pilot, Mission Scanner, Mission Observer, Urban Direction Finding Team

Aircraft, Radio, Scanner, Observer, Direction Finding Team Operations for Search and Rescue.

[www.cawgcap.org](http://www.cawgcap.org)

## Additional Information

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### LEADERSHIP ABILITIES

- Participate with the Board of Directors in developing a vision and strategic plan to guide the organization.
- Identify, assess, and inform the Board of Directors of internal and external issues that affect the Organization.
- Act as a professional adviser to the Board of Director on all aspects of the organization's activities.
- Foster effective team work between the Board and other Executives and staff.
- Act as a spokesperson for the organization.
- Conduct official correspondence on behalf of the Board as appropriate and jointly with the Board when
  - appropriate.
  - Represent the organization at community activities to enhance the organizations community profile.
- P&L, OPERATIONAL FORECASTING, PLANNING & MANAGEMENT
- P&L Management, Forecasting, creating budgets, monitoring expenditures, and reporting variances.
- Using standard accounting procedures to post Journal Entries, AR, AP, Invoices, Purchase Orders, Petty Cash, Vendor Balances.
- Manage company Insurance / Bond policies (GL, Property, Auto, Bonds) and work on annual audits with outside audit firms.
- Work with CFO and outside audit firms on annual audit of corporate books.
- Advanced knowledge of standard accounting procedures and practices, budget and forecasting, and reporting.
- Develop an operational plan which incorporates goals and objectives that work towards the strategic direction of the organization.
- Ensure that the operation of the organization meets the expectations of its clients and Board.
- Oversee the efficient and effective day-to-day operation of the organization.
- Draft policies for the approval of the Board and prepare procedures to implement the organizational policies; review existing policies on an annual basis and recommend changes to the Board as appropriate.
- Ensure that the organizations electronic and hard copy files are securely stored, and Privacy/confidentiality is maintained.
- Provide support to the Board by preparing meeting agenda and supporting materials.
- Oversee the planning, implementation and evaluation of the organization's programs and services.

### PERSONAL CHARACTERISTICS

- **Adaptability:** Demonstrate a willingness to be flexible, versatile and/or tolerant in a changing work environment while maintaining effectiveness and efficiency.
- **Behave Ethically:** Understand ethical behavior and business practices and ensure that my own behavior and the behavior of others is consistent with these standards and aligns with the values of the organization.
- **Build Relationships:** Establish and maintain positive working relationships with others, both internally and externally, to achieve the goals of the organization.
- **Communicate Effectively:** Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.

- Creativity/Innovation: Develop new and unique ways to improve operations of the organization and to create new opportunities.
- Focus on Client Needs: Anticipate, understand, and respond to the needs of internal and external clients to meet or exceed their expectations within the organizational parameters.
- Foster Teamwork: Work cooperatively and effectively with others to set goals, resolve problems, and make decisions that enhance organizational effectiveness.
- Lead: Positively influence others to achieve results that are in the best interest of the organization.
- Make Decisions: Assess situations to determine the importance, urgency and risks, and make clear decisions which are timely and in the best interests of the organization.
- Organize: Set priorities, develop a work schedule, monitor progress towards goals, and track details, data, information and activities.
- Plan: Determine strategies to move the organization forward, set goals, create and implement actions plans, and evaluate the process and results.
- Solve Problems: Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

**Faris Tailchi**

**USA**

**Mobile: 904-333-7279**

**[fariszuhair2000@yahoo.com](mailto:fariszuhair2000@yahoo.com)**

\* US Citizen with a US Passport, Passport expiration date Jan / 2029.

**SKILLS**

- Extensive experience with (Air & Flight) operations department according to (FAA, ICAO & ICAA) Aviation Standards
- Experience with the management of aviation services according to (FAA, ICAO & ICAA) Aviation Standards
- Surface Transportation subject matter expert
- Experience with Airports Maintenance and Buildings sites
- Excellent computer skills
- Fluently in English and Arabic, both written and oral

**DEC 2016 – APR 2017 Air Operations Officer (Chief TCOA Unit & OIC) (Full Time - Hours per week: 50)**

**Salary: \$120000.00/Y UNITED NATIONS – UNMIL – HQ - Air Operations – Aviation Department**

**Grade: P3 Peacekeeping Mission - Star Base – Monrovia - Liberia – Africa**

**Supervisor Name: Mr. Teofilo Nativdad Phone #: +1212-963-9924 E-Mail: [nativdad@un.org](mailto:nativdad@un.org) Contact: YES**

- Supervised 50 staff members including International and local Aviation Staff, Flight Crews, Ground Crews, Air Operations Officers, Engineers and airfield staff.
- Monitor Air Operations & Flight Operations activities for Fixed Wing and Rotorcraft (Civil & Military) Passengers Aircraft according to ( FAA & ICAO ) Standards, maintain and update information such as flight plan, flight information, Jeppesen charts and maps, Notice to Airmen (NOTAM), airfield navigation equipment, IATA rules, weather report (TAF & METAR ), and flight services for the safe operations of aircraft through international and national airspace and providing all services for departing and arrival aircraft by coordination with all departments.
- Responsible for Air Operations, Flight Operations management of airport services for departing and arriving passengers aircrafts, such as engineering, traffic, transportation, air hosts and Catering.
- Make a regular inspection to the (Runway, Helipad and Taxiway) to assure safety, make training for International and local aviation staff, and make contact with the Liberian government and local Aviation office in respect of Aviation Services and reviews all operational and logistical mission flight requests.
- Plan and coordinate flight routes in support of air movement.
- Ensured flight crews were briefed on contract and other applicable regulations.
- Reviews all operational and logistical mission flight requests and supervises airfield management activities and ensures a safe operating, environment for personnel and aircraft operation and determines the operational status of taxiways and runways, submit operational status reports and make meetings.

**JUL 2005 – SEP 2009: Airline Pilot, BOEING 737 Grade: P3 (Full Time – Hours per week: 40)**

**Salary: \$ 60000.00/Y Iraqi Airways, Flight Operations Unit, Baghdad International Airport – Baghdad - Iraq**

**Supervisor Name: Capt. AL Jibouri Phone #. 07705077756 E-Mail address: [aljibouri7472@gmail.com](mailto:aljibouri7472@gmail.com) Contact: YES**

- Supervised 40 staff members including Flight Crews, Ground Crews, Air Operations Officers, Engineers, Ramp operators.
- Transported passengers on international & domestic flights to destinations within the Middle East (Amman, Cairo, Dubai, Damascus, Tehran, Mashhad, Basrah, Erbil, Sulaymaniyah, and Najaf), according to ( ICAO & ICAA ) Standards.
- Received and reviewed all documents from Air Operations including, but not limited to ATC Flight Plan, NAV Log, GD, Weather Report, NOTAM, Airways Charts (Jeppesen Charts), and Let-Down Charts.
- Liaised with Air Operations to make arrangements for departure as well as stay informed of any delays.
- Maintained constant communication with the cabin crew throughout the duration of each flight, ensure the cabin crew was briefed before each flight, make aware of any changes as soon as they were received.

**SEP 1989 – APR 1991: Air Operations Officer - Aircraft Dispatcher Grade: P2 (Full Time – Hours per week: 45)**

**Salary: \$ 4000.00/Y Iraqi Airways, Air Operations Unit, Baghdad International Airport – Baghdad - Iraq**

**Supervisor Name: Capt. AL Jibouri Phone #. 07705077756 E-Mail address: [aljibouri7472@gmail.com](mailto:aljibouri7472@gmail.com) Contact: YES**

- Supervised 10 Air Operations Officers.
- Responsible for Air Operations, and management of airport services for aircraft departure and arrival.
- Ensure that the Fixed-Wing flight crew is briefed flight activities, programs contract and, applicable regulations.
- maintain and update information such as flight plans, flight information, Jeppesen charts and maps, Notice to Airmen (NOTAM), airfield navigation equipment, IATA rules, weather report ( TAF & METAR ), and flight services for the safe operation of aircraft through international and national airspace. plan and coordinate flight routes in support of air movement.
- Coordinate Flight Operations, Air Operations, and travel, according to ( ICAO & ICAA ) Standards.
- Reviewed all operational and logistical flight requests; ensured that all appropriate reference documents were readily available and accessible to all flight crew members and aviation personnel.



**OCT 1988 – OCT 1991: PIC, Commercial Pilot, SENECA 111 Grade: P3 (Full Time – Hours per week: 45)  
Salary: \$ 4000.00/Y Eastern Fleet - Flight Operations Unit, Muthana Airport, Baghdad – Iraq  
Supervisor Name: Capt. Saad Naji Phone #: 05414545 E-Mail address: saad.naji@yahoo.com Contact: YES**

- Supervise 25 staff members including, Flight Crew, Ground Crew, Air Operations Officers, Engineers.
- Transported passengers on various domestic flights within Iraq from Baghdad to ( Ballad, Tikrit, H3, H2, K1, Basrah, Erbil, Sulaymaniyah, Mosul, Baaquba, Nasiriya, and Omarah ), according to ( ICAO & ICAA ) Standards.
- Responsible for making arrangements with Air Operations for departure and reporting any delays.
- Maintained proper radio communication between the aircraft, ground, control tower, approach and, ATC.
- Used navigation aids such as VOR, ADF, ILS, HIS and, GPS, use Jeppesen maps & charts for navigation.
- Conducted pre-flight checks on all navigation and operating systems, in addition to all instrumentation and equipment located within the cockpit prior to departure.
- Monitor engines, fuel consumption, and other aircraft systems during flight and respond to any changes in weather.
- Update the aircraft logbook and write a report at the end of the flight noting any incidents or problems with the aircraft.
- Make sure all information on the route, weather, passengers and aircraft is received.

**JUN 1997 – FEB 2002: Transportation & Dispatcher (Vehicles & Trucks) (Full Time – Hours/W: 60)  
Salary: \$ 12000.0/Y UNITED NATIONS – Transport Unit - Logistics department, Baghdad – Iraq  
Supervisor Name: Mr. Alias Lazmi Phone #: 05414545 E-Mail address: saad.naji@yahoo.com Contact: YES**

- Supervise 30 staff members with the transport unit.
- Transportation and dispatching large numbers of United Nations (Vehicles and Trucks) to the field to all Iraqi Governorates, remote areas, and villages in the desert for inspection purposes by United Nations inspectors.
- Coordinate and prepare plans for the personnel and equipment transportation to and in the field and provided transportation briefings to incoming personnel at the check-in.

**FEB 1994 – FEB 1995: Construction Supervisor for Airports Maintenance and Buildings sites  
Salary: \$ 600.00/Y JOHN BAKOSS CONTRACTOR - Baghdad – Iraq (Full Time – Hours / week: 60)  
Supervisor Name: Mr. John Bakoss Phone #: 05556879 E-Mail Address: jbakoss@yahoo.com Contact: YES**

- Supervising Airports construction and maintenance of Runway, Taxiway, Dispersal, and Buildings, use EPOXY and Fast hardening cement to fix Runway and Taxiway, Supervising the construction and maintenance of airport buildings under construction, and Day-to-day management of the Airport site.
- Ensuring that all materials used and work performed are as per specifications.

**MAR 2003 – APR 2003: Volunteer Military Service for Marines Company Commander - USMC, 2003 Iraq War  
Supervisor Name: Coby Moran, Colonel, USMC Phone #: 760 - 717- 6162 E-Mail address: coby.moran@usmc.mil Contact: YES  
**\* Duty was in ( WAR ZONE - Phase RED ) during the 2003 Iraq WAR (Full Time - Hours per week: 40)****

- **Letter of Highest Recommendation from Colonel. Coby M. Moran, USMC available upon request.**

**\*\*\* I lost my job as Airline Pilot, Boeing 737 forever because of my volunteer help and work the US Army and the US Government and protected our heroes the American soldiers from ( Terrorist Attacks ) in Iraq during and after the 2003 Iraq WAR. I got killing threats from ( Terrorists AL-QAIDA ) in Iraq and I forced to resign from my job otherwise I will be killed. I lost my job and lost my dream to work as a Pilot forever.**

### **Education / Certification / Training**

- BSc of Aviation Science, Commercial Pilot Boeing 737 CPL / IR with Instrument Rating Single & Multi Engine, Commercial Pilot CPL / IR BOEING 737 License #. 2504. Issued from ICAA – Iraqi Civil Aviation Authority, 2005, Iraq.
  - \* No Expiration date of Commercial Pilot CPL / IR License according to ICARS.
  - \*\*\* Ministry of Higher Education equivalence of Commercial Pilot CPL / IR equivalent to BSc of Aviation Science.
- Flight Operations Officer ( Diploma ), Civil Aviation Institute, 1989, Iraq
- Commercial Pilot with Instrument Rating Single & MEL ( Diploma ), Royal Jordanian Air Academy, 1994, Jordan
- Type Rating BOEING 737 ( Diploma ), Iraqi Airways - Advanced Training Center, 2006, Iraq
- Commercial Pilot/Inst SEL/MEL License # 1507, JCAA – Jordanian Civil Aviation Authority – 1994, Jordan
- Flight Operations Officer License # 84, issued from ICAA – Iraqi Civil Aviation Authority – 1990, Iraq
- FAA Commercial Pilot Airplane (CAX) Exam. Result: 81%, ID 90083120120151760, Issued from FAA Federal Aviation Administration - U.S. Department Of Transportation – 2012, USA
- FAA Instrument Rating (IFP) Exam. Result: 88%, ID 90080620120407761, Issued from FAA Federal Aviation Administration - U.S. Department Of Transportation – 2012, USA
- Cabin Safety & CRM Recurrent Certificate, JATS – JORDAN AIRLINE TRAINING AND SIMULATION – 2008, Jordan
- RTOP, Federal Communications Commission – 2012, USA
- Associate of Science in Construction Engineering Certificate, North American Educational Group, 2013, USA
- Associate of Science in Building and Construction Engineering ( Diploma ), Institute of Technology, 1987, Iraq
- High School Diploma, Mansour High School, 1985, Iraq
- U.S. CDL Class (A) Truck and trailer Driving License with Air brake, Tanker endorsement, (All States), Expiration 2025, USA

Resume of  
**Frank J. Vavra**

1683 Silver Oak Dr.  
Carson City, NV. 89703  
cell (775) 354-9323  
e-mail hdrotor@aol.com

United States citizenship  
Ten-point Veteran's preference for Federal employment  
Highest Federal civilian grade held on a permanent basis: ASI FG-1825-13  
Highest Federal civilian grade held on a temporary basis: ASI FG-1825-14

### **Current Employment**

Currently retired. From September 2000 to April 2021 employed by the Federal Aviation Administration Reno Nevada Flight Standards District Office as an Aviation Safety Inspector, General Aviation Avionics, FG-1825-13. Principal Avionics Inspector for various CFR part 91, 133, 135, 137, 141, 145 certificate holders, and CFR part 183 designees.

### **Education**

- Bachelor of Science Degree in Aviation Management from Southern Illinois University, June 1994
- Commercial Helicopter Pilot License, instrument rated with over 2,200 flight hours
- Inspection Authorization (IA), Airframe and Powerplant
- Airframe and Powerplant (A+P) License
- FCC Radiotelephone Operators License
- US Army Helicopter Pilot Flight School, March 1982
- US Army UH-1 Helicopter Repair Course, June 1975
- Bell Helicopter 206L-4, 222, 230 manufacturers maintenance training courses
- Rolls Royce 250 Gas Turbine Engine manufacturer's maintenance training course, May 1998
- Robinson Helicopters R-44 And R-22 manufacturer's maintenance training course, January 2000
- Sperry Autopilot Repair Course, September 1978
- Completed over 100 educational, training, and safety courses for the Federal Aviation Administration

### **Employment History/Job Skills**

- 50 year extensive aviation background ranging from mechanic to pilot
- Aeronautics Instructor at West LA College and Chaffey College for CFR Part 147 schools
- Aviation Maintenance Technician of the Year, 1997, for the FAA Western Pacific Region
- Director of Maintenance for a FAR Part 135/133 Operator
- Chief Inspector at a FAR 145 Repair Station
- Structural build-ups, modification, overhaul, and repair on aircraft and helicopters from Cessna 152 to Boeing 757
- Crewchief / Mechanic experience on various aircraft and helicopters
- Electrical, video, telephone and avionics installation, repair, and modification on various airplanes and helicopters
- Managed 80 employees who modified Continental Airlines Boeing 737 aircraft

### **Additional Information:**

- Assigned to and have certificated various 141 schools, 145 Repair Stations, 135, 133, 137 operators
- Conducted numerous accident investigations to include fatal air tours at the Grand Canyon, high profile fatal Firefighting Air Tanker crash at Stead, NV, and reconstruction/post-accident examination of Steve Fossett's aircraft
- Professional Aviation Safety Specialists (PASS) representative and work group member for new Transport category aircraft training classes for Fuel Tank Safety, Fuel Tank Flammability Reduction, Electrical Wiring

Resume of  
**Frank J. Vavra**

Interconnection Systems, and Circuit Breaker Resetting

- PASS representative and work group member for new Unmanned Aircraft Systems
- PASS representative and work group member for new Web-based training development (AFS-500) for 40 WBT Courses and 2 Practical Application Workshops: Operator Maintenance Training Programs, Maintenance Facilities, MEL/CDL, Parts Pooling/Borrowing, Maintenance Providers, Main Base Operations/Line Station Operations, Refueling, Operator reporting, Personnel Qualifications, ETOPS Part 135, Air Carrier/Operator Safety Program, Drug and Alcohol Program, Avionics Equipment and Avionics Test Equipment, RVSM Maintenance programs, Voluntary Programs, Vendor Evaluations, Aircraft Maintenance and Inspection, Maintenance Audit Programs, Record Keeping Programs, Weight and Balance Programs, Designees and Airmen, Introduction to Part 147 Aviation Maintenance Technician Schools,
- PASS representative and work group member for the development of a Practical Application Workshop for Airman and Designees
- NextGen and SAS Formal training completed
- AVS National Service Desk Technical Evaluation Board Member for AQS 200
- PASS representative and work group member (AFS 40) to develop streamlined certification guidance in

FAA

Order 8900.1 for CFR 133 applications

- Subject Matter Expert for Aging Aircraft Program Office, AFS-330, Corrosion Prevention Control Program since January 2002
- Tasked (hand-picked) for undercover operations surveillance of helicopter tour operators in Hawaii who operate within SFAR 71 (CFR 136), March 2002
- Received On-the-Spot Superior Accomplishment Award, May 2002
- Qualified for General Aviation Avionics
- Qualified for General Aviation Maintenance
- Qualified for Air Carrier Avionics
- Qualified for Air Carrier Maintenance

-References available upon request-

Karson Ray Street

5/2/2021

2325 County Road 1401

Malakoff TX 75148

903-681-5373

[karsonstreet124@gmail.com](mailto:karsonstreet124@gmail.com)

## Professional Summary

Motivated individual with a Bachelors of Applied Science in Aviation. Looking to continue and grow in my Aviation Operations Career.

## Skills

- Office Administration
- Aeronautical Decision Making
- Problem Solving
- Professional Communication
- Active and Critical Listening
- Time Management
- Planning Ahead
- Airport Design
- Air Traffic Control
- Airport Management
- Aviation Law
- Aviation Security
- Aviation Safety
- Air Carrier Operations
- Crew Resource Management
- Clerical Duties

## Experience

- **Corsicana Airport Attendant**- Performed Office Administration, Clerical duties, Microsoft Word, Microsoft Excel, Airport Management, Airport Operations, Customer Service and Airport Security (2-3-2020 / 10-20-2020)
- **Pilot for HUF construction**- Insurable on Cessna 421C. Flew company employees, planned flights to meet their schedules. (8-31-2020 / 2-14-2021)
- **Cabela's Outfitter**- I learned Customer service as well as performed back ground checks for firearm sales. (was only a summer position)
- **Brookshire's Grocery Company Courtesy Clerk**- I learned Customer Service, inventory management, and scheduling. (August 2011 / January 2014)

## Education

- Graduated Malakoff High School- Summer 2014
- Associates of Applied Science: Aircraft Pilot Training - Texas State Technical College- Graduated Summer 2017
- Bachelors of Applied Science in Aviation Science - Texas A&M University Central Texas- GPA 3.46- Graduated Fall 2019

## Licenses

- Texas Driver's License Class CM
- Commercial Pilot Single/Multi engine land. Add on- Instrument rating, High altitude, High performance, Complex, (working on instructor certificate)
- License To Carry Handgun- Texas