

NAME

TITLE

000-000-0000 / EMAIL / CITY, STATE, ZIP

Profile

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Experience

Jet Linx Senior Flight Attendant - Company / Location

September 2020 to current

- Facilitate flights on private jets, ensuring all passengers are comfortable and satisfied by keeping snacks and beverages readily available
- Delivered VIP treatment to every passenger and practiced impeccable discretion when flying celebrities and politicians
- Monitored and managed flight budgets and accounted for all expenses for every flight, including filling out tax forms, FAA forms, and expense forms
- Trained in planned and unplanned emergency procedures to ensure all flights are completed as safely as possible
- Selected, purchased, and maintained flight inventories

Everest Private Airline Flight Attendant - Company / Location

May 2015 to September 2020

- Planned and arranged catered menus for passengers and the flight crew on private planes
- Consistently delivered impeccable customer service to passengers while ensuring all safety guidelines and regulations are met
- Effectively calmed nervous passengers during turbulence, take-off, and landing
- Assisted with equipment and aircraft duties, including maintenance, inspections, transportation, upgrades, and purchases
- Precisely performed AFE preflight and postflight requirements and all flight line functions

Project Experience

- Led a marketing campaign to reach potential customers and generate more private business
- Created a code of conduct for celebrity and politician flights

Education

Bachelor of Art Degree in Literature- Florida State University

MONTH YEAR

- GPA: LIST
- AWARD
- AWARD

High School Diploma - Glen Crest High School,

May 2009

- GPA: LIST
- AWARD
- AWARD

Skills

Expertise

- Exceptional professionalism and discretion
- Impeccable customer service
- Time management and punctuality
- Cultural awareness
- Superb attention to detail

Licenses & Accreditations

Licenses Licenses & Accreditations

- CPR and First Aid Certified by the American Red Cross
- FAA Certification
- Employee of the Year at Jet Linx (2022)