

# MICHAEL ANDERSON

Aircraft Turnaround Operations Coordinator

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Proactive Aircraft Turnaround Coordinator with a strong emphasis on operational efficiency and safety in the aviation industry. Demonstrated capability in managing aircraft turnaround processes, ensuring compliance with regulatory standards, and optimizing team performance. A detail-oriented professional dedicated to fostering a collaborative work environment that promotes excellence. Proficient in utilizing technology to monitor performance metrics and implement best practices.

## WORK EXPERIENCE

### Aircraft Turnaround Operations Coordinator | SkyWay Services

Jan 2022 – Present

- Coordinated the turnaround of aircraft, achieving a 96% on-time departure rate.
- Managed logistics and resource allocation for ground handling operations.
- Ensured compliance with safety regulations and internal policies.
- Developed and maintained operational documentation for process consistency.
- Facilitated training programs for staff to enhance skills and knowledge.
- Monitored performance metrics to drive continuous improvement initiatives.

### Ground Operations Supervisor | AeroJet Airlines

Jul 2019 – Dec 2021

- Supervised ground operations for a fleet of aircraft, ensuring timely service delivery.
- Collaborated with various departments to optimize turnaround processes.
- Conducted safety audits and compliance checks to maintain operational standards.
- Engaged with stakeholders to improve communication and operational efficiency.
- Participated in performance evaluations and provided feedback for team development.
- Maintained accurate records of operational performance and incidents.

## SKILLS

operational management logistics optimization safety compliance team development performance metrics  
communication skills

## EDUCATION

### Associate Degree in Aviation Management

2021

Aviation Community College

## ACHIEVEMENTS

- Awarded 'Excellence in Service' for outstanding performance in ground operations in 2022.
- Increased efficiency by 20% through process improvement initiatives.
- Successfully implemented a new training program that enhanced staff performance.

## LANGUAGES

English Spanish French