



# MICHAEL ANDERSON

## Crew Scheduling Coordinator

San Francisco, CA • (555) 234-5678 • michael.anderson@email.com • www.michaelanderson.com

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### SUMMARY

Dynamic and results-driven Crew Scheduling Manager with a proven track record of optimizing workforce allocation and enhancing operational efficiency within fast-paced aviation environments. Extensive experience in managing complex scheduling systems and fostering collaboration among diverse teams to ensure seamless flight operations. Proficient in leveraging advanced analytical tools to forecast staffing needs and mitigate disruptions, ultimately driving performance improvements.

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### WORK EXPERIENCE

#### Crew Scheduling Coordinator Skyline Airlines

Jan 2023 - Present

- Developed and maintained crew schedules for over 300 flight personnel.
- Utilized advanced scheduling software to optimize crew assignments and reduce operational costs.
- Collaborated with flight operations and HR to ensure compliance with labor regulations.
- Analyzed crew performance data to identify areas for improvement and training needs.
- Implemented a real-time reporting system for tracking crew availability and absences.
- Facilitated communication between crew members and management to address scheduling conflicts.

#### Assistant Crew Scheduler AeroFleet Services

Jan 2020 - Dec 2022

- Assisted in the creation of weekly crew schedules for a fleet of regional jets.
  - Monitored flight schedules and adjusted crew assignments as necessary to ensure compliance.
  - Conducted periodic audits of crew schedules to verify adherence to company policies.
  - Coordinated with pilots and cabin crew to facilitate training and certification schedules.
  - Maintained accurate records of crew duty times and rest periods to prevent violations.
  - Supported the implementation of a new scheduling software, enhancing efficiency and accuracy.
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### EDUCATION

#### Bachelor of Science in Aviation Management, University of Aviation, 2017

Sep 2019 - Oct 2020

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### ADDITIONAL INFORMATION

- **Technical Skills:** scheduling optimization, regulatory compliance, data analysis, communication, software proficiency, team collaboration
- **Awards/Activities:** Reduced crew scheduling conflicts by 30% through improved software utilization.
- **Awards/Activities:** Recognized as Employee of the Month for outstanding performance in crew management.
- **Awards/Activities:** Successfully led a project to streamline scheduling processes, saving the company over \$250,000 annually.
- **Languages:** English, Spanish, French