

# MICHAEL ANDERSON

Safety Assistant

- San Francisco, CA
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Proactive Flight Safety Officer with a foundational understanding of aviation safety principles and a commitment to continuous improvement. Experience in assisting with safety audits, facilitating training, and supporting incident investigations. Strong attention to detail and a collaborative mindset, ensuring effective communication across teams. Demonstrated ability to analyze data and provide insights to enhance safety performance.

## WORK EXPERIENCE

### Safety Assistant | AirSafe Services

Jan 2022 – Present

- Assisted in the implementation of safety management systems.
- Conducted preliminary safety inspections and reported findings.
- Facilitated training sessions for new hires on safety protocols.
- Monitored compliance with safety regulations and standards.
- Participated in incident report analysis and follow-up actions.
- Prepared documentation for safety audits and reviews.

### Intern Safety Officer | Flight Safety Institute

Jul 2019 – Dec 2021

- Supported the development of safety policies and procedures.
- Conducted safety inspections and audits under supervision.
- Monitored compliance with safety regulations and reported discrepancies.
- Facilitated safety training for students and staff.
- Assisted in analyzing incident reports for trends.
- Prepared documentation for safety meetings and reports.

## SKILLS

Safety Auditing

Risk Assessment

Compliance Monitoring

Training Support

Data Analysis

Teamwork

## EDUCATION

### Bachelor of Arts in Aviation Studies

2015 – 2019

University of Central Florida

## ACHIEVEMENTS

- Contributed to a 10% improvement in safety compliance during internship.
- Recognized for proactive involvement in safety training initiatives.
- Successfully assisted in safety audits that enhanced operational standards.

## LANGUAGES

English

Spanish

French