Grayson Davenport

123 Your Street, Columbus, OH 12345 youremail@example.com (123)-456-7890

Passionate flight attendant supervisor who has won two awards for leadership and clocked over 8,000 hours in the air. Customer-focused with an expert understanding of customs and world culture. Strong time management skills evident through well-balanced supervision of 150 flight attendants, detailed record keeping, and on-time reports delivered to airline executives.

Education

Bachelor of Science in Psychology, Minor in World Cultures

Clayton State University, Morrow, GA, May 2008

Key Skills

- Decision making
- Supervising flight crews
- Customer centric
- Customs/currency exchange
- Public speaking

Certifications

- FAA Certificate of Demonstrated Proficiency
- CPR/AED Certified

Professional Experience

Flight Attendant Supervisor

Delta Airlines, Atlanta, GA | April 2017 - Present

- Supervise and evaluate performances of over 150 flight attendants.
- Create flight attendant schedules, track attendance, and address shift vacancies.
- Address passenger complaints and serve as liaison between customers and flight crew.
- Maintain detailed documentation and develop professional reports.

Check Flight Attendant

Delta Airlines, Atlanta, GA | November 2013 - April 2017

- Led a team of 7+ flight attendants on a Boeing-747 with seats for up to 366 passengers.
- Oversaw passenger food and beverage service and resolve customer complaints.
- Conducted pre-flight inspections and in-flight security and exit checks.
- Assessed crew's work and identify areas for improvement.

Flight Attendant

Delta Airlines, Atlanta, GA | August 2008 - October 2013

- Selected by superiors to attend to/serve over 35 VIP clients.
- Introduced innovative ideas that reduced boarding time by an average of 8%.
- Greeted passengers and helped place carry-on luggage in overhead compartments.
- Assisted in three emergency medical response events, which all resulted in patient recoveries.