

Jane Smith
555, West 55th Street
Amherst, NY, 0000
(555) 555 - 5555

EDUCATION:

Amherst High School, graduated 2012

PROFESSIONAL EXPERIENCE:

Flight Attendant

Pretty Awesome Airline, New York, NY

2015 - present

- Assist passengers in finding their seat and escort them to their seats
- Ascertained that all passengers are safely seated and belted in
- Helped children and the elderly to embark and disembark by providing physical assistance
- Checked each seated passenger to ensure appropriate headcount
- Demonstrate the use of safety equipment such as oxygen masks and provided advice on what to do during emergency situations
- Inquired about passengers' food and beverage preferences and prepared food items accordingly
- Placed food items and beverages on trolleys and carted them through cabins
- Served food and beverages to passengers and performed refilling tasks
- Assisted passengers during emergency situation by providing both physical and emotional support
- Provided assistance in disembarking flights and thanked them for using the service
- Made pre and post flight checks and ensured that cabins were clean and food items were stocked well

Air Hostess

Air America, Baltimore, MD

2013 - 2015

- Greeted passengers as they arrived at the airport and assisted them by providing needed information
- Led them to flight counters and provided them with detailed information regarding flight schedules and times
- Provided cost information for each ticket and punched information in the airport database
- Referred passengers to cash counters and assisted them through the ticket purchase process
- Provided support to passengers who have missed their flights by arranging for them to embark on next available flights
- Ascertained that all passenger areas are kept clean and maintained by coordinating efforts with the custodial staff

SKILLS:

- Multi-lingual: Fluent in English and Spanish
- Loading lifting ability up to 100 lbs
- Excellent verbal and written communication skills
- Current United States passport holder