

PETER MITCHELL

14 Tomcat Drive
Stillwater, Oklahoma
405-744-5683
maverick@okstate.edu

OBJECTIVE

To obtain an internship within the Tulsa aviation industry.

EDUCATION

Bachelor of Science in Aviation Management
Oklahoma State University – Stillwater, Oklahoma
GPA: 3.35

May 2009

RELEVANT COURSEWORK

Aviation Safety
Airport Planning and Management
Aviation/Aerospace Security Issues
Aviation/Aerospace Management Principles

WORK EXPERIENCE

Assistant Manager
CiCi's Pizza

May 2007-Present
Stillwater, Oklahoma

- Promoted to management for strong work ethic and willingness to cross-train
- Supervised staff of 4-15 employees per shift
- Created weekly employee schedule and completed other paperwork as necessary
- Communicated with manager, area manager, vendors and the public
- Resolved customer differences and listened to concerns while maintaining high standards of customer service

Cashier/Kitchen Prep
CiCi's Pizza

January-May 2007

- Greeted and assisted customers at the front counter
- Assisted cooks with prep work as needed
- Helped train new staff and encouraged them to learn more about business

COMPUTER SKILLS

Microsoft Office: Word, Excel and PowerPoint

CAMPUS INVOLVEMENT

Oklahoma State University Flying Aggies (2006-present)
American Association of Airport Executives (2006-present)
Oklahoma State University Intramural Sports (2005-2007)