**TREVOR C. HEATH**

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 **Education**

 **Longwood University** Farmville, Virginia

 *Bachelor of Arts in Communication Studies* May 2020

 Concentration: Public Relations

 **Relevant Experience**

 **Dominion Aviation**, *Customer Service Representative* | Chesterfield, VirginiaOctober 2018 – Present

* Ensure airport safety and communication between employees
* Manage flight school reservations alongside processing invoices
* Communicate to pilots on an air traffic radio (Unicom)
* Schedule and handle all catering, vehicle, and lodging for pilots

 **HOVA Flight Services**, *Youth Programs Coordinator* | Ashland, Virginia August 2017 – Nov. 2018

* Allocate funding and sponsors for youth events and programs
* Direct a team of aviation professionals through tasks, such as running events, hosting

summer youth camps, and small projects

* Manage marketing efforts made online and throughout the company through

Facebook, Instagram, email, distributing flyers, and word-of-mouth

* Encourage interest and involvement in aviation amongst youth in Central Virginia

 **HOVA Flight Services**, *Customer Service Representative* | Ashland, Virginia August 2015 – Nov. 2018

* Manage flight school reservations alongside processing invoices
* Train new staff members within the Customer Service and Line Departments
* Monitoring and tracking all TSA documentation of over 250 flight school students

and aircraft renters, both part 61 and 141 files

* Communicate to pilots on an air traffic radio (Unicom)
* Schedule and handle all catering, vehicle, and lodging for pilots

 **Other Experience**

 **Longwood University,** *Resident Assistant* | Farmville, Virginia August 2018 – Present

* Assist residents with adjusting to college lifestyle
* Ensure student safety in an over 400-person residential community
* Manage a co-ed hall of approximately 35 residents
* Perform safety inspections in resident rooms periodically throughout the year
* Perform fire drills and building evacuations throughout the year
* Host at minimum 5 monthly programs for residents

 **Young Aviators Virginia,** *Founder* | Virginia June 2018 – Present

* Online networking platform for aviators and aviation enthusiasts below age 30.

 **Longwood University,** *Desk Aide* | Farmville, Virginia August 2017 – May 2018

* Sorted and distributed mail to residents
* Assisted residents in key replacements and room lock-outs
* Worked with Residents Assistants to ensure resident safety

 **Longwood University College Republicans,** *Public Relations Chair* | Farmville, VA March 2017 – May 2018

* Contact politicians and receive campaign promotional items to distribute
* Act as one of the organization’s voices to the public
* Manage the organization’s social media pages

 **Scattered Stitches,** *Marketing Planner* | Richmond, Virginia August 2014 – June 2015

* Created a 5-year marketing plan for Scattered Stitches
* Designed and implemented a 30-page marketing manual

 **Chick-fil-A**, *Marketing Assistant* | Mechanicsville, Virginia July 2014 – August 2015

* Assist the Marketing Director in efforts to raise awareness of the company message
* Represent the Chick-fil-A brand at local events and outreaches

 **Skills and Certifications**

July 2018 – EAA Eagle Flight Leader

Jan. 2018 – Commercial Unmanned Aircraft Systems License – Federal Aviation Administration

Sept. 2017 – Private Pilot License – Federal Aviation Administration

Aug. 2017 – Washington D.C. Special Flight Rules Certification – Federal Aviation Administration

May 2014 – NRF Foundation Customer Service Certification

April 2014 – Wise Financial Literacy Credential Certification

May 2012 – NASBLA Boating License