

## Jordan Edward Skok

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East Aurora, New York 14052  
(716) 783-1888



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### Objective:

Entry level employment in the aviation field

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### Educational Background:

Bachelor of Science in Aeronautics, May 2015  
Kent State University, Kent, Ohio 44242  
Major: Aviation Management  
Minor: Business Management  
GPA: 3.4/4.0

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### Relevant Course Work:

Aviation Safety Theory, Aircraft Systems, Applied Flight Dynamics, Operational Planning

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### Computer Skills:

Microsoft Word, Microsoft PowerPoint, AutoCAD, Adobe Photoshop, Sony Vegas

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### Work Experience:

*Entrepreneur, Personal Venture, Kent, Ohio* 2014-Present  
Operated CNC machinery to produce plaques with aviation themed designs etched into wood boards. Responsible for the safe handling of machinery, timely production, quality control, and shipment of products sold. Also responsible for marketing, selling, and financing of the project.

*Rental Associate/ Rink Guard, Healthy Zone Rink East Aurora, New York* 2010-2012  
Greet skaters and assist with distribution and restocking of appropriate equipment. Also assisted with implementing safety procedures on the ice rink while managing participant traffic flow.

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### Extra-Curricular Activities:

*Kent State University Flight Team* 2011  
Aircraft recognition team member

*American Association of Airport Executives – Kent State University Chapter* 2011-2015  
*Licensed Private Pilot* June 2012