

# WAYNE MITCHELL BUSH

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## SUMMARY

Skilled Mechanic, Customer Service and Order Processing professional. Over 20 years of experience as an A&P Mechanic including product support. Eight years experience as a Repair/Tools Administrator.

- **Purchasing:** Purchase items needed for customer orders, replenish inventory and raw stock for manufacturing.
- **Warranty:** Process items with malfunction manufacturing defects and return for credit. Request payment for labor charges. Exchange items including core credit returns. Handle pro rata warranty items.
- **Shipping & Receiving:** Verify and package items to be shipped establishing best means of shipping. Receive and verify condition, quantities and proper paperwork per Federal Government mandates as well as company quality assurance requirements.
- **Order Processing:** Locate inventory items needed for customer orders. Verify correct part numbers and description. Record serial numbers and quantities.
- **Sales:** Inside sales - Provide customers with pricing and availability in regards to items needed for service and aircraft maintenance. Provide discounts and stock levels to meet customer needs - expediting critical items.
- **A&P Mechanic:** Perform scheduled and unscheduled maintenance on aircraft as needed in accordance with F.A.A. guidelines.
- **Inventory Control:** Yearly and cycle counting of inventory correcting discrepancies, stock rotation and purging shelf life items.
- **Invoicing:** Approve/verify items received and services provided are complete before invoices are paid by accounting.

## EXPERIENCE

- Air Methods Repairs Administrator/Tools Administrator February 2003 - April 2011
- Frontier Airlines Baggage Handler July 2002 - February 2003
- Bombardier Aviation A&P Mechanic; Product Support August 1978 - February 2002

## EDUCATION

- Emily Griffith School of Aviation Mechanics
- Mile High Business College
- Aurora Central High School