**PRINCESS**

**PRINCESS.366908@2freemail.com**

**OBJECTIVE**

Seeking a challenging position in a reputed organization which provides opportunities for professional growth and advancement, and utilize the experience acquired in becoming a valuable team member as Admin Assistant.

**SUMMARY**

* Air Traffic Controller with ratings (Aerodrome and Approach Procedural) on a Class B Airspace.
* Clear Communicator, with ICAO Operational Level 4 rating.
* Profound knowledge on CNS ATM, CADAS, NOTAM, METAR, AFTN and Flight Plan.
* Basic Knowledge on MS Office Applications

**WORK EXPERIENCE**

04/01/2013- 08/31/2013 **FLIGHT DATA ENCODER, CIVIL AVIATION AUTHORITY OF THE PHILIPPINES**

* Received Flight Plans from pilots, airline representatives, aeronautical stations, military base operations and adjacent ATS Facilities;
* Ensured delivery of departure flight plans, arrival reports and subsequent changes in flight plan
* Compiled in appropriate filing system all messages, flight plans, and other correspondences during tour duty;
* Encodes the arrival or departure message though CADAS and;
* Counted and recorded daily traffic count.

09/01/2013- PRESENT **AIR TRAFFIC CONTROL ASSISTANT, CIVIL AVIATION AUHORITY OF THE PHILIPPINES**

* Assist in receiving flight plans from pilots, airline representatives, aeronautical stations, towers, military base operations and adjacent centers;
* Assist in preparing flight progress strips for fix postings from flight plans received and assuring delivery of these strips to the proper sector or sectors concerned;
* Assist in insuring delivery of the departure flight plans , arrival reports, and subsequent changes in flight plans;
* Assist in compiling appropriate filing system all messages, flight plans and other correspondences during his tour of duty; and
* Assist in performing shift duties.

**FACILITY ASSIGNMENT**

OCTOBER 16, 2013-FEB 3, 2014 **INTERNATIONAL FLIGHT OPERATIONS BRIEFING STATION**

NINOY AQUINO INTERNATIONAL AIRPORT

FEBRUARY 5, 2014-PRESENT **TACLOBAN TOWER/APPROACH FACILITY**

 DANIEL Z ROMUALDEZ AIRPORT

**LICENSE/RATINGS/CERTIFICATION**

**AIR TRAFFIC CONTROL LICENSE**

**CAREER SERVICE SUBPROFESSIONAL ELIGIBILITY** OCTOBER 16, 2011

**CAREER SERVICE PROFESSIONAL ELIGIBILITY** MAY 27, 2012

**ICAO OPERATIONAL LEVEL 4** APRIL 23, 2013

**AERODROME CONTROL RATING** OCTOBER 16, 2014

**PROCEDURAL/CONVENTIONAL APPROACH CONTROL RATING** MAY 29, 2015

**TRAININGS/SEMINARS**

03 /12/2012- 12 /21/2012 COMPREHENSIVE AIR TRAFFIC SERVICE COURSE (CATS-05)

12 /03/2012 - 12/07/2012 ATS SMS LEVEL 2 TRAINING COURSE

12/1/2012 CNS ATM

1/31/2012- 1/31/2012 "THE HISTORY OF PHILIPPINE AVIATION"

08/1/2011- 11/9/2011 PHILIPPINE AIRLINES – ON THE JOB TRAINING

5/28/2012 "QUALITY SYSTEMS OF 2011"

**EDUCATION**

COLLEGE CAP COLLEGE FOUNDATION

 2015

 **BACHELOR OF ARTS IN INFORMATION TECHNOLOGY**

 PHILIPPINE STATE COLLEGE OF AERONAUTICS

 2009-2012

 **BACHELOR OF SCIENCE IN AIR TRAFFIC CONTROL**

PHILIPPINE STATE COLLEGE OF AERONAUTICS

 2007-2009

 **ASSOCIATE IN AVIATION INFORMATION TECHNOLOGY**

SECONDARY HOLY ANGEL UNIVERSITY

 2002-2006

ELEMENTARY JOCSON COLLEGE

 1996-2002

**OTHER INFORMATION**

GENDER FEMALE

PLACE OF BIRTH PASAY CITY

DATE OF BIRTH OCTOBER 21, 1989

HEIGHT 157.48CM

WEIGHT 58KGS

MARITAL STATUS SINGLE

I declare the above data is true to the best of my knowledge.