

Amelia J. Lewis-Hart

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Objective:

To secure on-going freelance work on a private jet and/or motor yacht.

Qualifications:

- Emergency Evacuation Procedures
- Cabin protocol/ culinary techniques
- Aircrew Combative Training
- FAR 135 Hazmat Training
- Strong Aviation and Customer Service Background
- Extensive International Experience
- First Aid/ CPR/ AED
- Advanced Service Training
- Security Training
- Valid United States Passport
- Hypoxic Awareness Training
- CRM Training

Aircraft:

Gulfstream II, III, IV, G450, V, G500, G550, G200; Challenger 600, 601 and 604; Falcon 50 and 2000; Global Express, Global 5000, BBJ

Motor Yacht:

115' Trinity – Watercolours; 112' Lloyds/Benetti – Sentimental Journey; 92' Monte Fino/ Hargrave – Offtrack, 82' Sunseeker - Integrity

Training and Education:

FACTS Training International, Long Beach, CA

Emergency Procedures, G550 Egress Certified, In-flight Medical CPR/ First Aid/ BBP/ AED, Advanced Service Aircrew Combative, Food Safety/ Handling, Crew Resource Management, Human Factors, HAZMAT & Dangerous Goods, In-Flight Fire & Smoke Management, Crew Coordination, Hypoxic Awareness

Medaire, Inc.

In-flight First Aid, Adult and Child CPR, AED

Lakeland Community College

Associate of Science Degree (Business)

Employment:

Chief Stewardess M/Y Offtrack - Private(Ft. Lauderdale, FL)

12/10 – 5/11

Duties: responsible for provisioning, cleanliness and organization of all interior aspects, laundry service, dog walking, coordinate all travel plans directly with owner, dinner reservations, meal planning, organize excursions, work directly with captain to provide superior first class service to owner, help all other crew when needed, assist with lines, cooking for owner and crew, expense reports, develop stewardess/ stew handbook

Freelance Stewardess Motor Yacht – Charter and Private(Ft. Lauderdale, FL/ Bahamas)

10/10 – present

Duties:Responsible for providing excellent first class service to high profile clientele, cleanliness of all aspects of the interior, flower arranging, purchasing and storage of provisions, laundry service, assist chef with meal planning, organization and cleanliness of interior items, assist with lines, organize excursions, light cooking for crew, expense reports

Contract Flight Attendant Part 91 and Part 135 for various companies

5/03 – present

Duties: Provide exceptional in-flight cabin service to high profile clientele, utilize strong organizational and detail oriented skills, independently coordinate all aspects of menu planning and catering, flower arranging, concierge service, maintain aircraft cleanliness, make sure all emergency equipment in proper working order, all aircraft inventory is properly stocked.

Presidential Aviation – Corporate Flight Attendant (Ft. Lauderdale, FL)

1/05 – 5/06

Duties: Responsible for passenger safety, provide exceptional first class in-flight service to high profile clientele, coordinate all aspects of menu planning and catering, utilize strong organizational and detail oriented skills, restock and maintain aircraft cleanliness, coordinate with other flight attendants to maintain supplies in stock locker, help develop checklist, help outfit and stock new aircraft that are added to the fleet

Banyan Air Service – Customer Service Representative (Ft. Lauderdale, FL)

12/02 – 08/03

Duties: customer relations, oversee concierge services, reservations, invoicing, accounting, switchboard, assist Operations Manager with special projects and promotions.

Boca Aviation – Office Administrator Maintenance Department (Boca Raton, FL)

05/01 – 12/02

Duties: Assistant to Director of Maintenance, customer relations, develop marking materials, data entry, design spread sheets, process reports, answer phones, filing.

Flight Options (Richmond Hts., OH)

05/96 – 04/01

Assistant to Fuel Administration Manager (11/00 – 04/01)

Duties: Solicit FBOs for competitive fuel prices, design spread sheets, compile reports, accounting, update databases, design programs implementing and explaining the fuel administration program to the pilots and operations personnel.

Customer Service Manager (01/00 – 11/00)

Duties: Customer relations, oversee concierge services, front desk supervisor, assistant to the Facilities Manager, trainer, reservations, invoicing, accounting, switchboard.

Customer Service Representative (09/99 – 01/00)

Duties: Customer relations, provide concierge services, reservations, invoicing, switchboard.

Maintenance Coordination Secretary (12/98 – 08/99)

Duties: Assist Vice President of Maintenance and support staff, compile research and reports including engine tracking, aircraft availability, aircraft maintenance and status reports, proficient in AIS (Aircraft Information Systems), booked travel arrangements, data entry, answer phones, design spread sheets, filing.

Caterer (05/96 – 07/97)

Duties: preparation of in-flight catering