

JANET S. SIMMS

9183 Santa Monica Way, Chicago, IL 60644
(312) 630-1831 • janetsimms@selectjobs.com

AIRPORT DIRECTOR & OPERATIONS MANAGER • DIRECTOR OF AFFAIRS & GROUND OPERATIONS

*Handle project management, financials, security, maintenance, staffing and logistics for air/ground ops.
Key to increasing Chicago O'Hare Intl Airport's revenues to \$23.8MM, while cutting costs ~\$1.5M.*

Seasoned manager who oversees operations and management tasks, as well as, other core areas of the operation including sales development and management, improvement projects, and project/program management revenue channels; for example, transformed current employer's revenue services, and restructuring hangar leases. Leverage knowledge from control, flight scheduling, capital development, operational statistics



PERFORM A VARIETY OF MANAGEMENT SERVICES, INCLUDING

Emergency Response & Contingency Planning • Facility Maintenance
Grant Pursual/Matching Programs • Capital Improvements & Project
Intergovernmental Networking • Property Development & Management
State & Federal Regulation Compliance • Press Relations & Media Coverage • Team Development & Optimization

© 2018, All Rights Reserved, Teena Rose
Call Teena today at (937) 325-2149, for a high-quality
resume and cover letter. Ask about the additional job-
search assistance available.

PROFESSIONAL CAREER

Airport Director • Chicago O'Hare Intl Airport • Chicago, IL • 2006 – present

Lead Project Management • Multi-Million Dollar Capital Improvements • Pivotal Member to Growing Revenue by 91%

- ❑ **Staff Management** — Supervise and direct airport operations, staff, and logistics associated with the General Aviation Facility receiving 46,000 civilian and 700 military aircraft each year. Manage and motivate a team of 9 airport and operations personnel — accounting, customer service, security, maintenance/mechanics, and custodial.
- ❑ **Team Development & Training** — Train staff on emergency response and reporting measures that meet and exceed FAA, TSA, OSHA, and EPA compliance. Teach staff on health/safety related to response and recovery; i.e. equipment shutdown procedures, personal and equipment safety, and accident/incident reporting.
- ❑ **Financial Administration** — Manage critical operations budgets — \$2.7MM operations, \$10MM capital improvement, and \$43,000 cemetery operation. Approve large purchases and monitor cost expenditures/overhead to ensure cost controls and avoid budget discrepancies or overages.
- ❑ **Emergency Planning/Response** — Served as key point-of-contact relative to all emergency response and security issues. Counsel on OSHA and corporate safety policies, covering key safety and emergency response topics; i.e. handling chemical spills, fire/accident response, and other occupational/human factors.
- ❑ **Issue Resolution** — Brought the airport into compliance with FAA flight approach clearance minimums within a 12-month period. Led a \$1.2M obstruction project to remove trees and various structures; procured state and federal grants worth \$2MM to purchase an adjacent mobile home park.
- ❑ **Project Management** — Oversaw several capital improvement projects, including the introduction of a \$2.5MM 14 T Hangar Complex that included \$100,000 drainage improvement.
- ❑ **Bottom-Line Cost Reductions** — Reduced costs \$100,000 by cutting uniform and travel expenses. Cut additional spending by \$200,000 by auditing and realigning costs associated with capital improvement projects.

Additional boosts to revenue and cost controls include:

- ✓ *Led sales growth — revenues grew from \$11.2MM in 2009/10 to \$23.8MM for 2010/11*
- ✓ *Proposed and led the introduction of two new operations to the facility, generating a \$500,000 profit*
- ✓ *Introduced retail sales (Counterpoint/Munis), mission planning, and weather tracking systems*
- ✓ *Added helicopter tours, bi-plane and parachutist operations that generated \$100,000 in new revenue*

—Second Page of Resume Was Intentionally Excluded—