Mei Tran

Ground Instructor

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SUMMARY

Ground Instructor with 2 years of classroom teaching at a Part 141 flight school, holding FAA Advanced and Instrument Ground Instructor certificates. Teaches aerodynamics, aviation weather, aircraft systems and FAA regulations to classes of up to 24 students. Tracks knowledge test results in Microsoft Excel and adjusts lesson planning where scores fall short.

SKILLS

Microsoft Excel • Aerodynamics • Aviation Weather • Aircraft Systems • FAA Regulations • Airspace Instrument Procedures • Lesson Planning • Public Speaking

EXPERIENCE

Ground Instructor 07/2024 - Present

Atlantic Coast Aviation Academy Daytona Beach, FL

Part 141 flight school training about 300 pilots a year; teaches 6 ground school courses each term.

- Raised the FAA knowledge test first-time pass rate from **81%** to 94% over 4 terms through weekly practice exams.
- Track scores for 180 students in Microsoft Excel and schedule one-on-one reviews for anyone below 70%.
- Rewrote the aviation weather unit around METAR, TAF and prog chart exercises from real Florida storm days.
- Deliver 90-minute briefings on instrument procedures, holds and airspace to groups of 24 before each simulator block.

Flight Dispatch Assistant 08/2022 - 06/2024

Halifax Air Charter Daytona Beach, FL

Part-time job at a Part 135 charter operator while studying aeronautical science.

- Prepared weather, NOTAM and fuel packages for about 15 charter flights a week on King Air and Citation trips.
- Logged duty times for **9** pilots in Excel and alerted the chief pilot before any limit was reached.
- Filed IFR flight plans and checked airspace restrictions around 20+ Space Coast launch windows a year.
- Answered 40 customer calls per shift on departure times, weather delays, baggage and passenger weight limits.

EDUCATION

Bachelor of Science 05/2024

Embry-Riddle Aeronautical University Daytona Beach, FL

Aeronautical Science

CERTIFICATES

FAA Advanced Ground Instructor (AGI)

Federal Aviation Administration

06/2024

FAA Instrument Ground Instructor (IGI)

Federal Aviation Administration

06/2024

FAA Private Pilot Certificate with Instrument Rating

Federal Aviation Administration

04/2023