

## **Matthew Bartle**

**Summary:** Production experience for over three years in two different fields along with eleven years in the aviation field. Have been responsible for employee training, person production equipment. Experience learning computer programs for inventory, record keeping of calibrated tools, and hazard materials. Strengths include being well-motivated, organized, completing tasks efficiently and on time to the standards of the job. In the aviation field I have assisted in the completion of aircraft mods, overhaul of jet and piston engines, and annual/phase inspections.

### **Experience:**

#### **October 2019-Current Sales and QA Aircraft Parts Store**

Aircraft parts sales and Quality control. Assist customers in parts research for GA and business jet aircraft using the parts manuals. Inspect the receiving of parts and documents that are included. Inventory control of shelf-life items, category of item and condition. Perform inventory and quality control audits. Gather trace documents for life limited parts through logbook research. Send parts out for certification or overhaul using repair orders after gathering quotes for outside shops. Handle RMA and returns for customers.

#### **November 2017- October 2019 V.P. of Maintenance Malone AirCharter**

Created processes to improve efficient ways for mechanics to complete tasks in a timely manner. Reported directly to company and aircraft owners on aircraft status. Scheduled off and onsite maintenance tasks to fit into current flying schedule. Created projected maintenance costs for aircraft owners. Oversaw and coordinated off site maintenance or AOG issues on the road. Oversight of maintenance department's productivity and FAA compliance. Other tasks listed below are included in this job description.

#### **July 2014-November 2017 Aviation Department Manager/ A&P Mechanic Malone AirCharter**

Duties include daily, weekly, and monthly reports of company efficiency, day to day management of facilities and staff along with aircraft maintenance scheduling. Working with all departments to create better communication and limit downtime. Screening and hiring of new employees. These duties are to be included with duties listed below for the Line Supervisor/ Mechanic Assistant.

#### **April 2011- July 2016 Line Supervisor/ Mechanic Assistant Malone AirCharter**

Have worked on many types of aircraft and systems during inspections and overhauls. These aircraft are not limited to but include twin jets such as the Citation Sovereign, Citation Excel and XLS+, King Air B200, BeechJet 400, Citation 560, 550B and 500 series along with the Citation

525 CJ1 and CJ4. I have logged time working on these aircraft and their systems. Using parts diagrams and part numbers given to me from mechanics I will shop and compare prices and order parts to have them in a timely manner. Using suppliers like Aviall, Aircraft Spruce, Duncan aviation and the parts direct from the manufacture, I will receive the shipment into inventory then get it to the right aircraft and make sure any cores are sent back for overhaul. Fuel farm and other oils are kept to FAA and OSHA standards, along with other hazard materials. I am the EPA rep for wastewater, managing all the MSDS and product safety. Keeping logs on calibrated tools and expiration dates on time sensitive materials. Line and ramp experience around aircraft up to 30300 lbs. Tug trained and an operator who has to use radio and hand signals with tower/ground to move aircraft around taxiways. Avfuel trained in aircraft refueling and tug operation.

**May 2010-April-2011**  
**Production Manager**  
**Aim Reprographics**

Duties include shop orders, deliveries, and supply counts. Processing an order consisted of using one of any programs including, Photoshop, word, excel, and outlook to complete the task. Keeping up with deliveries weather they be inbound or outbound. Screening phone calls from customers along with follow up calls for quality control. Daily opening of the storefront along with weekly production reports using excel were part of the job duties.

**May 2008-May 2010**  
**Quality Control tech**  
**Henry's Hickory House**

Personal Protection Equipment, USDA and OSHA regulations were my duties. Using logs in excel for scale calibrations, temperature wheels, and precise tracking of all products that entered the building until it left as a finish product. Reported to USDA everyday before production started and was in charge of the preproduction inspection of all equipment.

**Achievements**

Clear Background- Ability to get and maintain a clearance  
AVFUEL trained  
FAA A&P/IA license with Part 135 and 141 experience.  
2-year Business Degree from FSCJ  
Private pilots license with 230+ hours.  
Owner of Astro Aviation Inc (Mobile Aircraft Maintenance)