

Andrei Clarke

Emergency Management Specialist III

☎ (210) 555-6731 ✉ andrei.clarke@example.com

🌐 linkedin.com/example/andreiclarke 📍 San Antonio, TX 78216

SUMMARY

Emergency management professional with eight years supporting aviation preparedness, public safety coordination, continuity planning, exercises, and all hazards response. Direct airport operating experience includes ramp safety, Safety Management Systems, emergency plan maintenance, incident documentation, and coordination with airlines, public safety agencies, operations teams, and regulatory stakeholders. Certified Emergency Manager with a Bachelor of Science in Emergency Management and strong command of Microsoft Office Suite for plans, reports, exercise materials, records, dashboards, and data products. Experience includes translating drill and incident lessons into stronger prevention, **preparedness, response, recovery, and mitigation** practices. Has led cross functional planning, supported 24 hour emergency activations, prepared safety reports, maintained readiness for natural, intentional, technological, and CBRNE incidents, and represented program leadership in operational meetings.

EXPERIENCE

Senior Emergency Preparedness Specialist

Blue Mesa International Airport 📅 April 2024 - Present 📍 San Antonio, TX

Lead **all hazards** preparedness for terminal, airfield, and landside operations, guiding plans, exercises, activations, reporting, and staff development. Partner with airlines, police, fire, facilities, operations, and leadership to protect continuity and improve readiness across aviation functions.

- Led terminal, airfield, and landside planning with airline, police, fire, facilities, and operations partners.
- Designed functional **exercises** for aircraft incidents, severe weather, evacuation, communications disruption, and hazardous materials readiness.
- Coordinated on call activations, notifications, **incident documentation**, and operational briefings during urgent airport events.
- Reviewed **Safety Management Systems** findings and incident reports, then recommended practical risk controls for ramp operations.
- Produced safety reports, dashboards, after action materials, and exercise **records** using **Microsoft Office Suite**.
- Mentored preparedness staff and represented program leadership during operational meetings with internal and external stakeholders.

Emergency Management Specialist

Lone Star Regional Airport Services 📅 July 2021 - March 2024 📍 Austin, TX

Managed airport plan annexes, continuity procedures, exercises, activation support, records, and corrective actions. Connected ramp and terminal hazards with emergency procedures while coordinating airlines, security, operations, and public safety stakeholders.

- Maintained airport emergency plan annexes and continuity procedures with airline, security, operations, and **public safety** partners.
- Planned drills covering terminal incidents, severe weather, mass notification, and resource coordination across airport functions.
- Supported **emergency operations center** activations by tracking decisions, requests, impacts, and **recovery** priorities.
- Evaluated exercise and event workflows, converting observations into **corrective actions** with accountable owners and follow up.
- Prepared safety **reports** and maintained auditable training, exercise, plan, and corrective action records.
- Connected ramp hazards with continuity requirements, helping operational teams translate risks into usable emergency procedures.

Emergency Preparedness Coordinator

Red River County Public Safety Office 📅 September 2018 - June 2021 📍 Fort Worth, TX

STRENGTHS

- ✈ **Aviation Readiness**
Airport exercise planning connected airlines, public safety, and operations partners, making readiness practical during busy periods.
- 👥 **Calm Coordination**
During activations, clear briefings and decision tracking helped partners focus quickly; colleagues often sought guidance during tense moments.
- ♥ **Plan Improvement**
Exercise observations became corrective actions and clearer procedures, a habit that steadily improved preparedness across partner teams.
- 📎 **Operational Reporting**
Safety reports, dashboards, and records gave leaders usable information; careful documentation became a trusted part of response work.
- 🤝 **Partner Engagement**
Workshops with public safety, health, infrastructure, and aviation groups built shared ownership and made difficult planning conversations productive.

SKILLS

Emergency Management

Aviation Preparedness

Ramp Safety

Safety Management Systems

Continuity Planning

CBRNE Preparedness

Emergency Exercises

Emergency Operations Center

Safety Reporting

Microsoft Office Suite

Public Safety Coordination

Plan Maintenance

Incident Documentation

Recovery Planning

Regulatory Guidance

LANGUAGES

English Native

Spanish Intermediate

MY CAREER



● Senior Emergency Preparedness Specialist at Blue Mesa International Airport (2.4 Years)

● Emergency Management Specialist at Lone Star Regional Airport Services (2.7 Years)

● Emergency Preparedness Coordinator at Red River County Public Safety Office (2.8 Years)

● Emergency Management Analyst at Prairie City Emergency Services (2 Months)

Coordinated multiagency preparedness across public safety, public health, infrastructure, nonprofit, and private sector partners. Updated emergency operations and continuity documents, supported activations, delivered training, and transformed lessons into practical improvement recommendations.

- Coordinated preparedness with fire, law enforcement, **public health**, public works, nonprofit, and private sector partners.
- Updated emergency operations and continuity documents through reviews, workshops, and lessons from activations.
- Built **situation reports**, action trackers, meeting records, and briefings that clarified decisions during **response** operations.
- Supported **emergency operations center** activations during weather events while maintaining **resource tracking** and recovery priorities.
- Delivered **preparedness** training and exercise orientation sessions for partner agencies and operational stakeholders.
- Researched regulatory guidance and best practices, then drafted improvement recommendations for leadership review.

Emergency Management Analyst

Prairie City Emergency Services 📅 June 2018 - August 2018 📍 Lubbock, TX

Supported supervised **emergency management** analysis through hazard assessments, plan drafting, records maintenance, exercise support, research, and briefing preparation. Organized information that helped senior staff evaluate capabilities and document follow up actions.

- Organized planning data and incident records for hazard and capability assessments under supervisory direction.
- Drafted emergency plan and continuity sections, giving senior staff clear material for structured review.
- Maintained training **records** and Microsoft Excel trackers that improved visibility into **preparedness** activities.
- Supported a multiagency severe weather tabletop exercise and compiled evaluator observations for follow up.
- Researched natural and technological hazard practices, then summarized relevant findings for planning discussions.
- Prepared briefing slides and meeting notes that documented decisions, owners, and follow up items.

PROJECTS

Airport All Hazards Exercise Program 📅 2024

Created a recurring exercise framework for aircraft incidents, severe weather, evacuation, communications disruption, and hazardous materials. Connected objectives, evaluator observations, corrective actions, and leadership briefings so participating agencies could see practical progress.

Aviation Continuity Planning Review 📅 2023

Reviewed airport continuity procedures, plan annexes, ramp hazards, and recovery priorities with operational stakeholders. Converted workshop findings into clearer procedures, records, and corrective actions for sustained readiness.

LEADERSHIP & AWARDS

- Certified Emergency Manager recognition, International Association of Emergency Managers, 2024.
- Emergency preparedness leadership recognition for airport exercise coordination and operational readiness, 2024.
- Public safety planning recognition for multiagency continuity and severe weather preparedness work, 2021.

EDUCATION

Bachelor of Science in Emergency Management

University of North Texas 🎓 GPA: 0 📅 2018 📍 Denton, TX

Coursework: *Emergency Planning, Public Safety Coordination, Disaster Response, Continuity Planning*

CERTIFICATIONS

- Certified Emergency Manager, International Association of Emergency Managers 📅 2024
- FEMA Professional Development Series 📅 2020

TECHNICAL SKILLS

- **Emergency Management Frameworks:** Prevention, preparedness, response
- **Recovery Planning:** Recovery, mitigation, continuity
- **Aviation Safety:** Ramp safety, airport operations, Safety Management Systems
- **Emergency Planning:** Emergency plans, plan annexes, all hazards planning
- **Exercise Management:** Tabletop exercises, functional exercises, evaluator observations
- **Incident Operations:** Emergency operations center, on call response, incident activation
- **Hazard Preparedness:** Natural hazards, technological hazards, CBRNE preparedness
- **Reporting Systems:** Safety reports, situation reports, dashboards
- **Records Management:** Training records, exercise records, corrective action records
- **Microsoft Office:** Microsoft Word, Microsoft Excel, Microsoft PowerPoint
- **Stakeholder Coordination:** Airlines, public safety agencies, regulatory stakeholders
- **Continuity Operations:** Continuity procedures, resource tracking, recovery priorities

PROFESSIONAL AFFILIATIONS

- International Association of Emergency Managers, Certified Emergency Manager community.
- Airport emergency preparedness and public safety coordination professional network.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST