

STEPHANIE PARNELL

Project Management Consultant | Aviation Operations | FAA Compliance

Dallas-Fort Worth, TX · (918) 645-6495 · stephanie@stephanieparnell.work

stephanieparnell.work · linkedin.com/in/stephaniellc

PROFESSIONAL SUMMARY

Project Management Consultant with 11+ years leading complex programs in commercial aviation, FAA compliance, records management, and process optimization. Demonstrated ability to deliver against federal regulatory requirements while modernizing legacy systems and standardizing operational documentation. Proven track record of measurable results: 99% FAA compliance, 30% reduction in technical-publication discrepancies, 20-30% process-time improvements via Lean Six Sigma. Seeking the next individual-contributor project or program management role in a regulated industry.

CORE COMPETENCIES

- Project Management
- Program Management
- FAA Compliance
- Aviation Operations
- Records Management
- Process Optimization
- Lean Six Sigma
- Agile / Waterfall / PMBOK
- Technical Publications
- Quality Assurance
- Stakeholder Engagement
- Risk Management
- Change Management
- Cross-Functional Leadership
- Vendor Management

PROFESSIONAL EXPERIENCE

Project Management Consultant

Stephanie LLC

November 2014 – Present

Dallas-Fort Worth, TX

- Lead diverse client projects across multiple regulated industries, ensuring on-time, on-budget delivery and a 15% measured increase in client satisfaction across the engagement portfolio.
- Implement Lean Six Sigma methodologies to streamline workflows, reducing process time by 20% and improving cross-team workflow efficiency.
- Facilitate effective communication with key stakeholders, enhancing project transparency, status reporting cadence, and executive buy-in.
- Coach project teams on collaborative practices and continuous improvement, driving a 30% improvement in measured team performance.

Manager, Technical Publications

Surf Air Mobility

February 2025 – April 2026

Dallas-Fort Worth, TX

- Served concurrently as Crew Records & Training Program Manager (Feb 2025 – Apr 2026), building records, training, and systems-management functions for a regulated aviation operator under tightening FAA scrutiny.
- Standardized technical documentation and crew training programs across business units, establishing the documentation backbone the company relies on.
- Drove business-process improvements across 37+ interconnected operational areas, increasing audit readiness and reducing operational friction.

Aircraft Records Supervisor

Southwest Airlines

December 2019 – October 2020

Dallas-Fort Worth, TX

- Ensured 99% FAA compliance for aircraft records while leading the digital transformation of legacy paper-based record-keeping processes.
- Developed quality-control protocols that reduced data discrepancies by 25% and standardized records workflows across operating units.

- Coordinated cross-functionally with IT, Operations, Vendors, and Legal teams to streamline records-management systems and modernize toolchains.
- Managed direct reports while sustaining day-to-day audit readiness and FAA inspection preparedness.

Aircraft Records Specialist

American Airlines

November 2012 – June 2017

Dallas-Fort Worth, TX

- Managed comprehensive aircraft records, sustaining 100% regulatory compliance and accuracy across 4+ year tenure.
- Designed and delivered onboarding and training programs for new hires, accelerating team capability and ramp-up timelines.
- Developed standardized documentation protocols, reducing discrepancies in technical publications by 30% and improving audit outcomes.

EDUCATION

Master of Science, Organizational Dynamics — Project Management

University of Oklahoma | Honors College: Social Work & Psychology

Mastering Project Management with PMP Prep Certificate

University of Arkansas | 150-hour program

CERTIFICATIONS & PROFESSIONAL DEVELOPMENT

Google Project Management Specialization — Coursera, Issued November 2023

Certified Professional Life Coach — Transformation Academy, Issued December 2020

Lean Six Sigma Practitioner — Applied across aviation and consulting engagements

PMP Certification — Project Management Institute, in progress (actively preparing)

TECHNICAL SKILLS

Project Management Tools: MS Project, Smartsheet, Jira, Asana, Trello, Confluence

Documentation & Collaboration: SharePoint, Visio, Google Workspace, MS Office (advanced Excel)

Methodologies: Agile, Waterfall, Lean Six Sigma, PMBOK, hybrid frameworks

INDUSTRY EXPERIENCE

Aviation, Aerospace, Regulated Manufacturing, Transportation, Logistics, Government Contracting