

# Stephen Poynter

## Position Desired

**Scheduling Committee: PBS Vice Chair**

## Education

### **University of Washington**

Seattle, WA

Bachelor of Arts in Anthropology, Art History Minor

Graduated: December 1979

### **Shoreline High School**

Shoreline, WA

Graduated: June 1975

## Employment History

**Wien Air Alaska:** Flight Attendant

March 1981 - November 1984

**Alaska Airlines:** Flight Attendant

March 1985 - present

## AFA work

### **Negotiations Committee**

August 2005 - May 2006 (CBA ratification)

### **Joint AFA-Alaska PBS Committee**

June 2006 - present

Committee chair Oct 2013 – present

### **AFA SEA LEC 19: Government Affairs Committee**

May 2006 – present

### **AFA SEA LEC 19: LEC Secretary**

2009-2012

## Position Requirements:

### Previous committee-specific training

- Negotiations training
- Leadership training
- VOICE training
- Government Affairs training

**Ability to attend meetings as required, including being present in Seattle on occasion**

- Seattle-based
- Ability to attend any and all required meetings, both AFA and Alaska.
- Try to attend all LEC meetings whenever possible
- Have represented Alaska and AFA at Navtech's North America Customer Conferences each year.

**Strong computer skills. Good working knowledge of Inflight Mobile Device, Google email, and Microsoft Office.**

- Advanced experience with PC environment. Basic Mac skills.
- Strong skills in Word, Powerpoint, working on improving Excel expertise.
- Helping to ensure that the future PBS user interface (WebApp) and PBS bid help and training materials are accessible via IMD, tablet and all potential environments.

**Strong written and verbal communication skills. Ability to write membership communications, respond professionally to internal and external e-mail, prepare reports, and plan meetings agendas and take minutes.**

- Currently the producer of nearly all PBS-related communications, including the monthly PBS Info Page.
- Provide information as needed for inclusion in Crew Planning's monthly pairing email.
- Development of training materials and videos for current user interface and planning for future training materials for the upcoming PBS WebApp.
- Serve as liaison between Alaska and Navtech to ensure good communication.
- Participate in monthly Navtech conference call and Alaska-AFA Scheduling Meeting.
- Respond to questions sent to FA Bidprotest, the PBS QA and personal/work email.
- Facilitate with Crew Planners to reply to bid protests...help management understand and respond to bid award questions.
- Assist other airlines needing help with PBS-related issues such as program implementation. AFA International has referred American Eagle/Envoy, US Air and Horizon to me for assistance in developing their PBS programs.

**Ability to meet deadlines, delegate responsibilities, and follow up on assigned tasks**

- Work with committee members and Alaska Crew Planning to ensure that bid awards are posted by the contractual deadline each month. In over eight years of PBS bidding, we've only found it necessary to have one re-award.
- Representing AFA on other IT matters as well. Current projects:
  - JCTE/CrewAccess SME training...assist with upcoming base sits.
  - Am working with Alaska IT, Crew Planning and outside vendor in transitioning the PBS QA conference out of FirstClass into a Sharepoint environment. I hope to ensure that our new conference is robust, collaborative and easily accessible.