Rian Daniel Kilgore

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Aviation professional with 10+ years of aviation safety experience from the ground up. Recognized on numerous occasions for outstanding abilities to improve existing programs and unmatched dedication to developmental trainees.

EDUCATION AND SKILLS

Oregon State University- Pursuing Bachelor of Science in Computer Science
Embry Riddle Aeronautics University- Bachelor of Science in Aviation
Community College of The Air Force- Associates Degree- Air Traffic Operations and Management
University of North Dakota Flight Training Center– First Phase of Commercial/Instrument Rating
Hillsboro Aviation– FAA Private Pilot Certificate
Air Force Trainer's Course/ Airman Leadership School
Related Skills: Python, Git, HTML, Java script, Basic C++, Microsoft Office, Google Docs
Related Courses: Software Engineering 1, Web Development

Professional Experience

Air Traffic Controller   *03/2010-09/2019*

Summary Of Qualifications

- Exceptional drive to meet deadlines while being thorough and paying high attention to detail; Excellent Planner and coordinator.

- Clear, concise and effective communication skills; Ability to respond to customer requests in a calm and collected manner.

- In-depth knowledge of computer software with the ability to easily adapt to new operating systems and equipment; 40 WPM typing speed.

- Ability to analyze and interpret complex rules and regulations for practical application.

- Passion for finding and implementing improvement to systems and processes while keeping things simplified for other users and administrator.

- Adaptable professional with outstanding multitasking and problem solving skills.

- Extensive knowledge of the National Airspace System. Able to apply professional flight knowledge and Air Traffic Control experience to come up with creative solutions to existing problems.

- Knowledgeable on how administrative assignments contribute to organizational activities to ensure a smooth operation.

- Superb knowledge of computers/software including Windows 2000/XP/Vista/7/8/8.1 and Apple products; Microsoft Office 365; Adobe Acrobat.

- Ability to extract data from government and civilian networks for the purpose of analyzing and drawing conclusions to identify trends and compiling written reports.

Federal Aviation Administration   *03/2018-09/2019*
Torrance, CA

- Apply Air Traffic Control procedures in accordance with Joint Order 7110.65 and local directives in the tower operations environment. Provided exceptional customer service to civilian air taxi, general aviation fixed wing & helicopters, air ambulances, and police/fire department air squadrons.

- Utilized Microsoft Excel spreadsheet to accurately track and record training hours/area weather for daily reports.

- Input weather into area-wide system to collaborate with other facilities.

- Assisted visitors, arranging tour times and signed visitors in using standard form and format.

Midwest Air Traffic Control   *04/2016-08/2016*
Bagram, Afghanistan

- Operate as an air traffic controller at Bagram Airfield, Afghanistan where services are provided to military, government, and civilian aircraft.

- Follow the rules and regulations for Air Traffic Control outlined in FAA JO 7110.65. Responsible for the safe, orderly, and expeditious coordination, control, separation, and sequencing of all aircraft operations within assigned area jurisdiction.

United States Air Force   *03/2010-03/2016*
Mountain Home AFB, ID

Air Traffic Control Experience

- Provided ATC services towards 29,500 annual flying operations in support of 64 assigned aircraft.
- Initiates and issues ATC clearances, instructions, and advisories to ensure the safe, orderly, and expeditious flow of air traffic operating under instrument and visual flight rules; Coordinated and transferred control of aircraft between facilities and their airspace jurisdiction.

Tower Simulator Administrator

- Managed and updated Tower simulator training program. Input 300+ fixes and developed 26 scenarios. Simplified entire system by ensuring realistic fixes and aircraft characteristics were used resulting in fewer operator inputs.
- Supported management by organizing and updating continuity binder. Revamped training scenarios to ensure skill level complexity and operating instruction compliance. Satisfactory rating on base inspection received.
- Tracked simulator hour usage using MS excel spreadsheet to ensure monthly minimum were met. Used MS word to write out detailed script of training scenarios in support of training mission.

Air Traffic Control Trainer

- Effectively managed and trained 16 apprentice controllers to receive full facility certifications boosting facilities manning by 70%. Conduct positional and non-positional training on new hire controllers.
- Prepare detailed training correspondence daily which covered how the student preformed and suggested areas for improvement using both manual and automated standard form.
- Managed training records for tower controllers to ensure completeness and accuracy. Wrote detailed correspondence when needed for controllers who experienced difficulties in training. Received multiple Trainer of the quarter awards for exceptional performance.
  Conducted employee performance reviews on 5 Airman. Required to conform to policy and writing style according to Air Force Instruction. Ensured all reviews utilized correct grammar, punctuation and spelling.

Other duties

- Assist management with deployment exercise. Required to take inventory on over 20 deployment bags to ensure each bag contained the necessary supplies. Ordered supplies for kits that did not meet compliance.
- Transcribe air traffic control recording. Required to listen and record detailed notes of air traffic control activities for a given period of time to write reports.
- Utilize Defense Travel System to make travel arrangement, upload travel vouchers, and ensure all entry were complete and accurate for approval.

Al Udeid Air Base, Qatar   *01/2015-08/2015*

Air Traffic Control Experience

- Expertly controlled 45K joint and multi-national ops. 105 aircraft and 14 airframes on the most complex airfield in the Area of Responsibility.
- Guided contingency operations during unexpected power, frequency and radar outage. Directed backup procedures and coordinated power restoral resulting in no ATC/Mission delays.
- Worked with 12 Host Nation controllers; merged FAA & ICAO procedures. Vital to Qatari ATC program development.
- Received and screened calls incoming to tower relating to departing aircraft.

Ground Service Agent   *03/2006-06/2008*
Horizon Air
Portland, OR

Key Responsibility's

- Ensure the safe movement of aircraft from taxiway to parking gate; Assist aircraft into parking and responsible for safe pushback onto active taxiway.
- Expedite air carrier turn around time by ensuring all passengers and baggage arrived on aircraft prior to departure time. Ensure all aircraft services are completed before takeoff.
- Track and accurately count luggage in cargo compartment using manual procedures. Ensuring Aircraft remain within weight and balance restrictions by evenly distributing load across the cargo bay.
- De-ice coordinator during winter operations. Track times of application and apply knowledge of hold overtimes to ensure a safe departure during winter operations.