

Ryan Mitchell

Air Traffic Controller | Terminal & Tower Operations

Calgary, AB / (403) 555-0119 / ryan.mitchell@email.com / linkedin.com/in/your-profile

LICENCE

Transport Canada ATC
Licence – [ratings held]

MEDICAL

Category 3 Medical
Certificate (valid)

LANGUAGE

ICAO Level 6 – English |
[Second language]

EXPERIENCE

3.5 years operational

PROFESSIONAL SUMMARY

Licensed air traffic controller with 3+ years of operational experience providing safe, orderly and expeditious air traffic services in busy Canadian terminal and tower environments. Skilled in IFR / VFR separation, sequencing, emergency handling and team resource management, with a clean safety record and trainer experience. Seeking an Air Traffic Controller position with NAV CANADA or a Canadian aviation service provider.

OPERATIONAL COMPETENCIES

ATC Operations: Radar and procedural separation • IFR / VFR sequencing & metering • Departure and arrival flow • Runway and surface management • Weather deviations & airspace coordination

Emergency & Abnormal: Emergency, priority and medical-flight handling • Low-visibility operations • Coordination with ARCC / emergency services • Occurrence reporting

Standards & Systems: Canadian Aviation Regulations (CARs) • ATC Manual of Operations (MANOPS) • Radar and flight-data display systems • Controller-pilot data link • Phraseology

Safety & Teamwork: Safety Management System (SMS) • Team resource management • Fatigue-risk awareness • On-the-job training (OJT) instruction • Situational awareness under high workload

PROFESSIONAL EXPERIENCE

Air Traffic Controller – Terminal / Tower

March 2023 – Present

NAV CANADA – [Unit Name], Calgary, AB

- Provide separation, sequencing and flight information to up to 35 aircraft movements per hour in mixed commercial, general-aviation and medevac traffic.
- Maintain a clean operating record with zero operating irregularities attributed over 3 years; recognized by the unit for contributions to peak-period flow management.
- Act as on-the-job training instructor for 4 trainees (3 certified to date); complete evaluations and provide structured performance feedback.
- Participate in unit safety committee reviews and SMS occurrence analysis; contributed to a coordination-procedure update that reduced handoff delays.

Air Traffic Controller Trainee / Developmental

June 2021 – February 2023

NAV CANADA – [Training Centre / Unit], ON and AB

- Completed classroom, simulator and on-the-job training; certified on all tower and terminal positions at the unit.
- Averaged 90%+ on simulator evaluations and qualified ahead of the standard training schedule.

LICENSING, TRAINING & CERTIFICATIONS

- **Transport Canada Air Traffic Controller Licence** – [ratings held, e.g., Tower / Terminal], valid and current
- NAV CANADA ATC training and unit endorsements – [list] | **Category 3 Medical Certificate** (valid) | **Security clearance** (Transport Canada) – [status]
- **Crew Resource / Team Resource Management** • **Emergency & Abnormal Situation Training** • **Standard First Aid / CPR** • **Private Pilot Licence (PPL)** – [if held]

EDUCATION

Bachelor of Aviation Management (or related diploma) – [University / College Name], Canada

2016 – 2020

NAV CANADA ATC Initial Training Program – [Training Centre]

2021 – 2022