

*Curriculum Vitae*  
**DONALD D MOORE**

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Focused, committed, and action-oriented veteran air traffic control professional offering a wealth of experience across many lines of business including air traffic operations; operational, staff, and leadership training; project management; and team performance management.

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## **PROFESSIONAL PROFILE**

- Provide academic tutoring and mentoring to Howard College students.
- Expertise training, managing, and coaching via roles as OJT Instructor, ATLDP Lead and Mentoring Coordinator, ATC Front-line Manager, Operations Support Group Staff Specialist, and Performance Based Navigation Designer/TARGETS Operator.
- Utilize dual-qualification experience to bridge terminology gaps and build collaboration/teamwork with U.S. Military, FAA facilities and staff, and other U.S. government agencies via roles as ATC Front-line Manager, Airspace/Procedures Specialist, and PBN Designer/Project Management.
- Extensive training in areas of Managing and Coaching Employees; FAA EEO policy, Microsoft 365, iMac and PC operating systems, FAA Scheduling Coordinator, NATCA Crew Representative, numerous FAA core ATC technologies, databases, and standard office programs.
- Extensive experience utilizing ERAM, ARTS-3, VSCS, STARS, BUEC, IDS-5, ERIDS, URET, TARGETS, PDARS, IFP Gateway, KSN, ESVMS, PBN Dashboard, Google Earth, OEAAA, TFMS, ACIMS, RNAV Pro, NASR, CPCS, ReserveIt, Adobe Connect, Skype, Discord, GoToMeeting, FAVES, NISIS, and Microsoft 365 Suite programs.

## **EDUCATION**

- A.A.S., Tarrant County College District, Fort Worth, TX, 2012
- F.A.A. Certified Training/Courses: Front-line Manager I, II, III; Staff Specialist; Writing Improvement; Principles of Instruction; On-the-Job Training Techniques; Prevention of Sexual Harassment; Fundamentals of ATC OJT Instruction; FAA Accountability Board for Managers; Managerial Coaching & Mentoring; Leadership Development and Labor Relations; Windmills Training; Time and Attendance Reports & Records; Fundamentals of Supervision

## **HONORS AND AWARDS**

- FAA Career: 7 Letters of Commendation, 14 Time-Off Awards, 12 Superior Achievement/Performance Awards, 73 Letters of Appreciation.
- Expertise recruiting, organizing, and coaching diverse groups via roles as: YMCA Head Coach, FUMC of Hurst Youth Group Leader, Grapevine Parks and Recreation Head Coach, Outstanding Leadership Award for Oklahoma City Community College; Chairman of Teacher Appreciation HES Dad's Club.

## **PREVIOUS CERTIFICATIONS & CREDENTIALS**

- Air Traffic Control Examiner - ZFW
- Air Traffic Control OJT Instructor (D10 & ZFW)
- Certified Professional Controller - Terminal and En Route Options (D10 & ZFW)
- Front-line Manager - ZFW
- Airspace/Procedures Staff Specialist - ZFW & Central Service Center - Operations Support Group
- NATCA Crew Representative - D10
- Secret security clearance with U.S. Government
- Tutor - Howard College San Angelo