

# Timothy Nielsen

Relocating to Virginia  
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## KEY SKILLS & ACCOMPLISHMENTS

- Seventeen years of **experience & excellence** in general aviation & FBO operations
- Successful in **training**, supervising, & leading staff
- Served as discussion panel **expert** at the Upper Midwest Aviation Symposium
- Created & implemented a successful **Fuel Safety Program** at Minot Aero Center
- NATA Safety First company trainer
- Shell A.C.E. (Aviation Competence and Education) Trained
- Illinois UST ABC Certificate
- **Licensed pilot** in two countries with over 200 hours of logged time
- Experienced in receiving, testing & handling of JET-A & 100LL fuels
- Trained in a multitude of **heavy equipment** including forklifts, skid steer, boom-lifts, scissor-lifts, & articulated man-lift operations
- Experienced in **snow removal** operations including snow plows, skid steer, snow brooms, and chemical spreaders
- Proficient in the Microsoft Office suite of products, Apple Operating Systems
- Completed “**Successfully Managing People**” Course conducted by AMA
- Driven **Problem Solver**

## EXPERIENCE

2021-2022

### Corporate Training Manager

244 City Circle #2000A, Peachtree City GA 30269

- Obtain Master Training Certifications for Alaska Airlines, Breeze Airways, Spirit Airlines, Jetblue, United Airlines, and AirBahn Airways
- Weekly travel to conduct training with local trainers
- Auditing company training records
- Assign recurrent and initial training including CBT and OTJ
- Work with airlines to evaluate company safety standards and find the most conservative course of action

2020-2021

### Operations Manager, Million Air

4801 Emma Browning Ave, Austin TX 78719

- Attend meetings with vendors, customers, and officials on behalf of the company
- Find, negotiate, and select vendors working on site.
- Ensure the company is within government compliance
- Manage fuel inventory
- Schedule staff for GA and Airline Specific duties
- Keep sales within 120% and 160% capacity

2014-2020

**Operations Manager, Hawthorne Global Aviation**

Chicago Executive Airport, Wheeling IL

- Managed a brand new facility from day one
- Assemble and train a Line Service Team for a new facility
- Organize and attend various career fairs and private staff recruiting events
- Administer Interviews, Hiring, Employee Reviews and Dismissal of staff
- Ensure all Line Technicians meet & exceed safety training requirements
- Research, order, & negotiate prices on new equipment
- Ensure staff is trained to work within company SOPs, ATA 103, NFPA 407, Shell QA, airport and local regulations
- Create a safety culture for both LST and CSR staff to thrive
- Meet with customers, flight departments, airport board members, and airport staff on behalf of the company
- Arrange and conduct monthly Safety Meeting with staff and customers
- Initiate Emergency/Incident response procedures
- Oversee Monthly, Quarterly, and Annual equipment inspections

2009 – 2014

**Supervisor of Line Service Training**

Minot Aero Center / Pietsch Aircraft Restoration & Repair

Minot, North Dakota

- Train all Line Technicians on proper fueling procedures, operations tasks, and safe work practices
- Ensure the safety & well-being of passengers & crews are top priorities
- Fuel 25 to 50 aircraft per day, distributing 12,000 gallons of Jet-A &/or 100LL fuels per day
- De-Ice aircraft & clear snow from ramps

2008 – 2009

**Flight School Operations Technician Adelaide Flight Training Center**

Adelaide, Australia

- Recruit potential students to the Adelaide Flight Training Center
- Schedule company aircraft
- Maintain an efficiently run office

2006 - 2007

**Aircraft Material Inventory Specialist Wing Aviation**

Conroe, Texas

- Receive & distribute aircraft maintenance supplies
- Ensure accuracy of inventory shipments & confirmed inventory supplies

2005 - 2006

**Line Service Technician Bighorn Airways**

Sheridan, Wyoming