

# HENG WEN LIN

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## EDUCATION

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**University of Illinois at Urbana-Champaign**  
*Master of Science in Technology Management*

Urbana-Champaign, IL  
Jun 2012-May 2013

**University of Illinois at Chicago**  
*Bachelor of Science in Mathematics*

Chicago, IL  
Aug 2007-Dec 2011

## AVIATION CERTIFICATES

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**Commercial Pilot:** Airplane Single & Multiengine Land; Instrument  
Airplane

**Gold Seal Flight Instructor:** Airplane Single Engine, Instrument Airplane

**Ground Instructor:** Advanced Instrument

**FAA 1<sup>st</sup> Class Medical:** No Restrictions

**Others:** Valid US Passport

## OTHER WORKING EXPERIENCE & PROJECTS

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**Elizabeth City State University**  
**Assistant Chief Flight Instructor**

Elizabeth City, NC  
April 2020-Present

- Manage all Part 141 records to ensure they are accurate, complete, and current for continuous FAA Inspection
- Supervise flight training activities, and flight instructors; monitors flight instructor performance and makes recommendations; ensures compliance with FARs
- In charge of keeping current on regulatory and procedural changes in the flight training environment; reviews flight training program courses; develops new courses, curriculum, and assists with the preparation of course proposals, curriculum updates and the construction of degree/certificate programs
- Maintain a cooperative and communicative relationship with FAA representatives; serves on committees as assigned

**Horizon Aviation**  
**Flight/Ground Instructor**

Providence, RI  
Feb 2019-Feb 2020

- Provide expertise knowledge to instructional system designers and develop classroom materials, simulator and aircraft lessons
- Manage and monitor student progress report and provide special coaching and counseling for weaker students
- Provide practical flight training relevant to areas covered during theory lessons

**Sheble's Northtown Aviation**  
**Flight/Ground Instructor**

Las Vegas, NV  
Jun 2018-Jan 2019

- Develop lesson plans and conduct ground training modules covering aircraft systems, including normal, abnormal, and emergency operations
- Contribute to the development of training programs, visual aids and other training materials for classroom presentation and individual review

- Serves as a department resource, assisting other department team members with projects and flight support

### **RFC Taiwan Aviator Group**

#### **Team Leader**

Tulsa, OK

July 2016-Jun 2018

- Manage Taiwanese student's relationships with chief pilot and upper management
- Communicate student's issues with the school and devise ways of improving the customer experience, including resolving problems and complaints
- Lead semi-annual knowledge sharing and group discussion to enhance student learning

### **Towers Watson**

#### **Project Manager, Projects Team**

Taipei, Taiwan

Oct 2014-Oct 2015

- Validate current state HR procedures, programs and practices in order to author and integrate new into their daily operations
- Monitor the cost of the project and awaking the team when it's about to exceed from the pre-planned budget scheme
- Participated and assisted the senior consultants in providing consulting services in the areas of strategy clarification, organization development, performance management, compensation programs, competency modeling and assessment, and corporate culture.

### **Ministry of Foreign Affairs**

#### **Project Coordinator, North American Affairs**

Taipei, Taiwan

Aug 2013-Aug 2014

- Prepared correspondence reports and presentations and followed-up with verbal and written communications
- Ensured expectations were met w/r/t all project goals and objectives; provided timely project status updates
- Coordinated seminars and workshops on behalf of the Ministry
- Primary bi-directional translator (Chinese /English) on government documents

## **SKILLS & INTERESTS**

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**Language:** Native speaker of Mandarin Chinese and Taiwanese. Fluent in reading, writing, and speaking English

**Computer:** Experienced in LaTeX, Python, and Microsoft Office, including Word, Excel, Power Point, and Project

**Interests:** Love to watch football and basketball. Have been playing Fantasy Football & Basketball since 2004

## **AWARDS/ACTIVITIES**

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- Santee Fellowship Award Recipient August 2012  
(University of Illinois at Urbana-Champaign honored its outstanding students in the amount of \$8500 USD)
- Member of UIUC/UIC Taiwanese Students Association August 2007-Present
- UIUC TSA Basketball Tournament Champion March 2013
- TSA Midwest Schools Basketball Tournament, 2<sup>nd</sup> Place April 2013