

TED WEISSBERG

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PROFESSIONAL SUMMARY

Highly organized and dedicated professional with a track record of providing exceptional service in fast-paced, dynamically-changing environments. Brings solid understanding of criminal justice methodologies and practices, including evidence gathering, case documentation, data interpretation, and regulatory compliance. Possesses keen attention to detail and strong decision-making to effectively manage multiple tasks, enforce applicable rules, and maintain safety. Well-versed in streamlining office operations including assessing complex data, administering databases, and operating technical equipment. Committed to fostering an empowering work culture and addressing multidimensional needs.

WORK EXPERIENCE

Hersey High School - Special Education Teacher's Aide, 08/2019 - Current

- Support students with cognitive disabilities such as Autism and Down Syndrome by reinforcing academic, vocational, social-emotional, and functional skills introduced by teachers, assisting in operating equipment or instructional materials assigned by teachers.
- Establish supportive relationships with students, encouraging independence and self-sufficiency, as well as providing instructional support, including material distribution, assignment checks, test supervision, independent study guidance, and remedial work.
- Collect data on student academic and behavioral progress to drive improvement.
- Support students during in-school transitions, emergency drills, assemblies, play periods, lunchtime/recess, and field trips with dressing, feeding, mealtime, and toileting.

Culvers – Crew Member, 11/2017-08/2018 & 09/2022 - 12/2022

- Provided excellent front of house customer service to guests within fast-paced casual family dining experience through multitasking, calm, and positive demeanor.
- Performed various operations including order processing, cashier, kitchen & cleaner, while adhering to internal policies and regulations.
- Met goals by collaborating with team member to deliver fast, accurate orders to customers.

Wilmette Junior High - Special Education Teacher's Aide, 09/2018 - 08/2019

- Provided assistance to students with disabilities such as Autism and Down Syndrome to enhance their learning experience and success in the district's instructional program.
- Supported development of students' academic, social-emotional, and functional skills, fostering positive relationships with students to promote independent functioning, and responding to emergency situations to resolve immediate safety concerns.
- Offered instructional support by following teachers' or Learning Behavior Specialists' directives, including tasks like material distribution and collection, assignment checking, test supervision, and guidance for independent study, enrichment work, and remedial work.

Winnetka Park District – Seasonal Employee, 2007 – 2016 (seasonal roles)

- Progressively advanced from a basketball scorekeeper for 4th-8th grade games to Counselor In Training Director for 12–15-year-old at summer camp and field crew.
- Provide mentorship and on-the-job training to teach young adults how to interact with children, manage activities, and develop conflict resolution skills.
- Other roles: field crew, event staff, beach attendant, field supervisor for first aid, and timekeeper.

Row Cypher - CEO and Founder, 2011 - 2016

- Demonstrated passion for bringing people together and promoting talent & education through community events as part of performing arts organization.
- Produced 35 shows across Illinois, promoting arts in local communities.
- Secured grants and delivered persuasive presentations to board members to secure funding.
- Awarded contracts and grants from public school system to support organization's mission.
- Utilized Open Mic forum to educate audiences on important topics including Title IX, youth voice, vehicle safety, and entrepreneurship.
- Delivered keynote speeches at Hostelling International Peace Conference (Importance of Community) & Roosevelt University (Accidental" Entrepreneurship and Spoken Poetry).

INTERNSHIPS

On The Grind Management, 2015

- Acquired foundational understanding of music industry, including management, promotion, record label operations, contract negotiation, deal-making & legal and financial aspects.

Roosevelt University Auditorium Theater, 2016

- Assisted in planning events for major talent for 3500 seat auditorium and supported day-of event operations, including security, traffic flow, ticketing, and equipment operation.

EDUCATION

Bachelor of Arts in Criminal Justice Minor: Political Science

Roosevelt University, Chicago, IL 2016

Certificate in the Accelerated Entrepreneurship Program

Watson University, Boulder, CO 2014

CORE COMPETENCIES

- Criminal Justice Knowledge
- Law Enforcement Practices
- Conflict Resolution Techniques
- Interpretation of Findings
- Program Coordination
- Office Management
- Data Gathering & Analysis
- Computer Literacy
- Software Tools & Databases
- Data Integrity & Confidentiality
- Case Report Development
- Safety Standards & Action Plans
- Interdepartmental Collaboration
- Effective Liaison

SOFT SKILLS

- Sound Judgement
- Decision Making
- Complex Problem-Solving
- Integrity & Accountability
- Self-Motivated
- Critical Thinking
- First-Rate Attention to Detail
- Accuracy & Thoroughness
- Excellent Communication
- Time Management
- Multitasking & Prioritization
- Strong Organization
- Excellent Physical Condition
- Goals-Oriented

TECHNICAL SKILLS

- Microsoft Word
- Excel Spreadsheets
- PowerPoint Presentations
- Photoshop