

Ted Rivers
15 Oakmont Road
San Diego, CA 92109
Cell: 321.555.1212
INFO@CAREERTACTICS.BIZ

PROFESSIONAL INTEREST

I am a highly motivated individual with a strong background in Law Enforcement, Investigations, Public Service and Public Relations. I am seeking a position within your company that would allow me to interact with the public. I have every attribute to be a positive addition to your company and represent you with the utmost discretion and integrity.

MAJOR ACCOMPLISHMENTS

- I have received Three (3) Congressional Awards (Bronze, Silver, and Gold) for Voluntary Public Service (1st young adult in Florida to achieve this, and 7th in the Nation)..
- I Achieved the Rank of Eagle Scout through the Boy Scouts of America.
- I Graduated number one academically and overall top recruit in the Police Academy (at the time I was the first recruit to accomplish this achievement).
- I received in excess of 100 commendations, Chiefs letters, and awards while working as a police officer.
- I received Police Supervisor of the year 2000 for the agency while working as a Police Sergeant.
- I received a Life Saving Award from the San Diego Police Chiefs Association.
- I have completed thousands of hours in training as a student and as an instructor. Areas of training include investigation's and as a high liability instructor (Firearms, Baton, Building Search, Etc.).
- Only full-scholarship winner to attend the California Conference.

CAPABILITIES

- I possess excellent interpersonal skills with fellow workers and the public.
- I possess an excellent ability in reading a person's individual needs and intentions.
- I possess an excellent ability in public speaking.
- I possess an incredible memory and recollection of details.
- I possess a strong background in training both adult and youth learners.
- I possess the ability to work with computers including CCIC/NCIC, mapping systems, radio systems, dispatch consoles, telephone systems, client profiles, Westlaw, Accurint, Auto Data Direct and excel.
- I possess the ability to work with little or no supervision and the ability to be a strong team player when working in a group.
- I possess the utmost discretion when dealing with confidential matters.
- I possess the ability to operate a motor vehicle under normal and high stress situations.
- I possess the ability to testify in the court room and depositions with composure and intellect.
- I possess the ability to write and produce well written and organized reports.
- I possess a strong desire to obtain ongoing training and education.
- My work ethic is impeccable and will stand up through the test of time.

EMPLOYMENT

Town of San Diego, 100 Vasquez Trail, San Diego California 92109

Police Communications Officer May 1996 – Present Full-time

I currently work as a police dispatcher with the Town of San Diego, CA. In This position I answer 911 phone calls and normal phone calls from the public. I prioritize calls and dispatch the appropriate personnel to the calls. I interview persons on the phone and decide the nature of the call and then classify the call. I work the Police radio in stressful and non-stressful situations. I utilize several local, state, and federal computers in performing my job.

The Law Firm of Smith and Jones, La Jolla, CA 33401 Investigator/Paralegal 03/01/05 – 07/21/2006

I worked as an Investigator/Paralegal for the law firm. My daily position required me to meet and sign up new clients. I had daily correspondence with the insurance companies in regards to claims for injury and property damage. I would photograph accident scenes, vehicles and personal injuries. I would complete and draft complaints along with any other pleadings that are necessary to prosecute and litigate a personal injury claim. I would complete demands for settlement of cases with excellent success. My daily job required me to be on call 24/7 and carry the firm cell phone for after hours and weekend calls. I would locate and take recorded or written statements from witnesses and other persons who may have knowledge of the causation for the accident. I maintained an excellent working relationship with law enforcement and other professional organizations that would bring positive influence to my profession and job.

Town of San Diego, 100 Vasquez Trail, San Diego California 92109

Police Communication's Officer February 2000 – March 2002

I worked as a police dispatcher with the Town of San Diego. In This position I answer 911 phone calls and normal phone calls from the public. I prioritize calls and dispatch the appropriate personnel to the calls. I interview persons on the phone and decide the nature of the call and then classify the call. I work the Police radio in stressful and non-stressful situations. I utilize several local, state, and federal computers in performing my job.

**Town of La Jolla, 50 Rodeo Road, La Jolla, California 92111
Police Tele-communicator March 1998 – February 2000**

In this position I would answer 911 phone calls for police, fire, and rescue dispatch. I would make the decision on the priority and the classification of the call. If medical I would offer medical aid over the phone until paramedics would arrive. I would work the radio in stressful and non-stressful situations. I would utilize several local, state, and federal computers in the performance of my job.

**Town of San Diego, 100 Vasquez Trail, San Diego California 92109
Police Officer, Canine Officer, Trainer, and Sergeant September 1988 – May 1997**

I worked as a police officer in the road patrol division for three (3) years. As a road patrol officer I would conduct daily investigations into a multitude of crimes which included theft, burglaries, retail theft, fraud, traffic investigations and general contact with the public. I was then assigned to the canine where over a six (6) year period I trained and handled two police canines, for patrol and narcotics detection. During this time I was receiving on going training in becoming a department high liability instructor. This included my training current officers and newly hired police officers, in firearms, use of force, decision making, building searches, baton, and arrest tactics. I was then promoted to sergeant. I supervised approximately twenty officers and the canine unit. Concurrent with these duties I was trained as an Internal Affairs Investigator. I received Supervisor of the year (2000).

SPECIAL INTEREST

I have played tennis since the age of 10, and still play competitively through the Tennis Association. I have had the opportunity to attend clinics with several well-known tennis pros.

EDUCATION AND TRAINING

**UCLA, Los Angeles, CA
Bachelors of Science in Public Administration, 2003**

**Community College, Los Angeles, CA
Police Academy 1990**

**Community College, Los Angeles, CA
College Studies Business Administration 1995**

**State of California, Sacramento, California
Licenced class "C" Private Investigator**

**State of California Notary Public
Valid until 2011**

******Specialty Schools and Training Documentation available upon request**