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August 23, 2020

I am writing to let you know that I am extremely interested in the position of

Manager.

I have worked for two employers since 2006. In these roles, and previously, I was the Office Manager, Administrator, or the assistant to the CEO, first-named partner, or C-suite executive. My work has always involved the trust and confidence of the most senior members of management, from whom I have excellent recommendations and letters of reference.

Until very recently, for over four years, I worked at McLarens where I was the Office Manager and provided support to the Executive Vice President. I ran the day-to-day office management and branch operations for the Dallas office and was also responsible for the operations at our offices in Austin, San Antonio, Tyler, and Mobile, Alabama. This job ended when the office was closed due to Covid-19 and a reduction in force was announced on May 29, 2020. Simultaneously, I was the National Catastrophe Administration Manager when needed during national emergencies.

Before that, I worked in the Intellectual Property section of the Law Department at Texas Instruments (TI) for 9 ½ years where I assisted the Vice-President of the Law Department, including more than one year at the office of the Corporate Secretary in the Corporate Governance Department. Fortunately, I have been provided with the opportunity to gain considerable experience working in management, HR roles, and also C-suite environments.

Because I have supervised and trained others at every job I have ever had,

and since I believe I have the other skills and experience you are seeking, I would hope you can seriously consider me as a very good fit for this position.

With experience in administrative and supervisory roles in the insurance, claims adjusting, law firm, corporate, governmental, private, and nonprofit settings, I offer myself as a highly motivated and efficient Manager.

Staying on budget is critical; I apply meticulous attention to budget and accounting duties and provide data-driven, measurable results. More specifically, at TI I handled a $22 million budget, all the way from receipt of invoices to paying them, along with quarterly and annual planning and forecasting.

Most recently, until the McLarens office in Dallas closed, I supervised personnel and led virtual, work-from-home teams through the early months of the global pandemic, utilizing Skype for Business, Zoom, and Teams platforms. I also have experience running staff meetings and multi-site, virtual meetings to clearly communicate company policies and procedures and to keep everyone on track and productive.

Even more importantly, I believe it is not enough to simply do the job.  In that respect, I would bring a wealth of soft skills and other intangibles, and I would carry out my duties with my heart as well as with my hands and mind.  I am a mature, responsible person with old-fashioned values and work ethic, but with a deep appreciation for and knowledge of modern-day systems and technologies.

I am very much a creative individual contributor as well as a reliable and trustworthy team player, with a passion for adding value and favorably impacting the organization’s mission or bottom line. I work well alone or I can be part of a multidisciplinary team and I am comfortable supervising others or doing the work myself.

With a robust and well-rounded frame of reference and work experience, I can troubleshoot, assess situations, and provide or work to achieve improvements and solutions.  I can provide efficiency assessments and training in a variety of areas. I can successfully troubleshoot and solve problems because I have a robust and well-rounded frame of reference and work experience.

Staying busy is important to me. I am looking for a position where I can apply my experience and skills to identify and create workflows, write documents to communicate policies and procedures, and to create pertinent manuals and guides. I would also like to train employees, work with budgets, data, and other financial information.

Since I have a good understanding of HR functions and work well with people from all walks of life, I would like a job where I could interact with or manage employees. I have interviewed, hired, trained, and supervised employees in the US and abroad via videoconferences. I have demonstrated adaptability and the proven ability to supervise a diverse group of office personnel, and I am accomplished in directing staff in a variety of environments and situations.

Creativity and working with others help me stay motivated. I enjoy creating, presenting, and communicating data and information. I like to build teams and I am a good “bridge” or liaison between or among groups within an organizational structure.

I am multi-skilled, personable, and well-groomed. I believe I have executive-level verbal, public speaking, writing, editing, and proofreading skills, including creation of materials for presentation at the highest levels of the organization. I have a proven track record with a great work ethic and time management history. I am reliable and trustworthy, and I exercise good judgment with a caring and responsible attitude.

Thank you for taking time to consider me for this wonderful opportunity. Please let me know if you have any questions or concerns or if you need more information. I look forward to hearing from you again and hope to join your staff soon.

Sincerely,

/Jonathon Scott/

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