**Jonathon Scott**

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It would be remiss of me to not formally ask for this job. Please accept this communication as evidence of my strongest possible desire in the position and my respectful request for your favorable consideration of my application for this job. Thank you!

**REASONS TO HIRE JONATHON SCOTT**

**LONGEVITY/COMMITMENT/WORK HISTORY**

I have worked for two employers since 2006.

* McLarens 2016-2020
* Texas Instruments Incorporated 2006-2015

I have great work history and impeccable letters of recommendation from my previous employers and colleagues.

**WIDE-RANGING EXPERIENCE AND BACKGROUND**

In these roles, and before that, 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.

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

I have gained considerable experience working in management, HR roles, and C-Suite environments.

**QUALIFIED/FIT**

I have read the job description for this position and I believe my skills and experience match the requirements of this job.

I possess the skills and experience you are seeking. I have also conducted research concerning the position and I am confident I would do a great job and enjoy the challenges.

I have supervised and trained others at every job I have ever had.

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 was also the National Catastrophe Administration Manager. 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.

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.

**FINANCIAL/BUDGET**

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.

I apply meticulous attention to budget and accounting duties and provide data-driven, measurable results.

I can provide several success stories detailing examples where I saved money, created better operating conditions, and streamlined processes for greater functional efficiencies.

**HUMAN RESOURCES**

I have interviewed, hired, trained, and supervised employees in the US and abroad via remote resources and videoconferences.

I have demonstrated the proven ability to hire, train, motivate, coach, and supervise a diverse group of office personnel.

I am multi-skilled, personable, well-groomed, and accomplished in directing staff.

I am comfortable supervising others or doing the work myself.

**SUPERVISORY AND MANAGEMENT**

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.

I am adaptable and work well in a variety of office environments and situations.

**ETHICS AND DEMEANOR**

I believe it is not enough to simply do the job. I strive to add value and go above and beyond what is expected of me.

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 have a proven track record with a great work ethic and time management history.

I work well alone or I can be part of a multidisciplinary team.

I am a reliable, trustworthy, stable and mature, team player with professional judgment and a responsible attitude. No drama!

I am very much a creative individual contributor as well as a reliable and trustworthy team player and I am always eager to add value and contribute to the organization’s bottom line.

**TECH SAVVY**

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 possess detail-oriented and advanced computer literacy with popular business software applications.

**WHAT I AM SEEKING**

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, numbers, and other data and 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.

**WHAT I ENJOY DOING**

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 various groups within an organizational structure.

I like to troubleshoot difficult situations; I can assess a problem area and provide ideas and solutions to improve the immediate condition.

I can provide efficiency assessments and training in a variety of areas.

I can successfully solve problems because I have a robust and well-rounded frame of reference and work experience, including management and legal experience as a paralegal.

**COMMUNICATIONS**

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 take a personal interest in my work and I am a passionate contributor to the organization’s bottom line.

**SKILLS SET**

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.