**Jonathon Scott**

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**SUMMARY**

I am a highly motivated and efficient manager and operations professional, with extensive, hands-on experience in the insurance, claims adjusting, law firm, corporate, governmental, private, and nonprofit settings. Solid skills in budgeting, accounting, staff management, regulatory compliance, corporate governance, legal operations, and information management, as well as problem solving and strategic planning. Proven ability to hire, train, motivate, and coach staff members to ensure achievement of company goals. Executive-level verbal, public speaking, writing, editing, and proofreading skills. Provides services in a timely and efficient manner while maintaining confidentiality. Reliable, trustworthy, stable, mature, team player with professional judgment and responsible attitude who works to impact long-term company success and profitability. Possess a multi-disciplinary, broad-based background with specialized knowledge, abundant soft skills, and meaningful work experience. Adult-in-the-room demeanor. No drama.

**EXPERIENCE**

MCLARENS INTERNATIONAL, Insurance Adjusting, May 2016 – May 2020

Dallas Branch: 10440 North Central Expressway, Suite 650, Dallas, TX 75231

US Headquarters: 3720 Davinci Court, Suite 200, Peachtree Corners, GA 30092 (770) 448-4680

***McLarens Office Manager – Dallas Branch / National Catastrophe Administration Manager***

* Supervise my direct reports in Dallas, Austin, and Brownsboro, Texas
* Approve employee timesheets and payroll matters in ADP.
* Approve expense reports for employees at numerous offices in the US Central Region, including Detroit, Chicago, Houston, San Antonio, and Mobile, AL
* Supervise and monitor the work of administrative staff. Delegate tasks to junior employees.
* Assign and monitor clerical, administrative, and secretarial tasks among staff.
* Receive, triage, and assign insurance claims to adjusters.
* Recruit, hire, train, and evaluate personnel. Orientation and training to new employees.
* Schedule and conduct staff meetings.
* Maintain relations and communication with vendors and service providers.
* Prepare rental or lease agreements, specifying charges and payment procedures for use of

machinery, tools, or other items.

* Organize meetings and manage databases.
* Organize company events and conferences.
* Manage local office budgets.
* Liaise with staff, suppliers, and clients.
* Implement and maintain procedures/office administrative systems.
* Query Deltek Vision database and other data sources for management reporting.

**McLarens National Catastrophe Administration Manager (NCAM)**

* Work with National Field Catastrophe Coordinator in the deployment of CAT field adjusters.
* Organize and coordinate lodging and transportation logistics.
* Receive incoming claim assignments and tracking of same.
* Work with National Catastrophe Coordinator in triage of claim complexity for proper assignment to skill set.
* Maintain record keeping of claim assignments and volume on a master worksheet with status of client reporting update.
* Manage permanent/temporary administrative support staff while training as required.
* Communication and relay of information to branch offices as needed.
* Maintain a record of all requirements for CAT adjuster licensing, working in conjunction with the McLarens National Licensing Director.
* Assist NLD with licensing as needed.
* Order and disseminate resources to adjusters including weather and Eagle View reports and others as needed

TEXAS INSTRUMENTS INCORPORATED, Dallas, Texas, 6/19/2006 – 10/17/2015

***Outside Counsel Coordinator, Cost Center Analyst,*** 2014-2015

Managed previous duties, in addition to responsibilities for $22,000,000 cost center budget, including quarterly updates, forecasting, bill approval for payment, reporting, and strategy to determine how to meet department and company goals within budget parameters. Served as Chairperson of Information Management Team, a multidisciplinary group of about 12 employees who work with and maintain critical patent data resources.

* Researched and compiled special reports for patent managers and business units. Led information management team projects. Prepared various documents and presentations used worldwide.
* Prioritized projects, meetings, and schedules for patent personnel.
* Initiated and maintained high-level contacts of complex nature, both inside and outside of company, demonstrating professional demeanor in interfacing with senior-level executives, employees, customers, and vendors.
* Worked on problems of diverse scope, where analysis of data required evaluation of identifiable factors.
* Prepared, edited, and wrote professional service agreements, and routine and advanced correspondence, such as letters, e-mails, and reports.
* Exercised judgment and relied on experience to plan and accomplish goals, using wide degree of creativity and latitude.

TEXAS INSTRUMENTS INCORPORATED, Dallas, Texas

***Outside Counsel Coordinator, Patent Prosecution Assistant,*** 2007-2014

Served as legal assistant to manager of patent prosecution and vice president and primary backup to administrator of IP Department and assistant general counsel and senior vice president. Acted as the liaison to and performed interfaced role pertaining to patent prosecution workflow between TI patent attorneys and outside counsel worldwide. Completed intensive communication with outside counsel and related database management to send, receive, and track all outgoing and incoming patent prosecution documents to and from outside firms.

* Updated outside counsel contact list, monitored multiple patent attorney dockets, and managed USPTO Deposit Account, with wire transfer requests in increments as needed.
* Set up amendments, drafted routine documents, EFS filed USPTO forms, tracked cases on IPManager (MDC), and set up Advanced Invoice Management Systems (AIMS) files in DataCert.
* Maintained TI’s public speech and paper release approvals once approved by TI patent attorney.
* Participated in new patent attorney and staff interviewing.
* Coordinated training and orientation of patent assistants, utilizing interactive media such as remote presentations and SmartTech’s SmartBoard.
* Designed patent assistant course curriculum and online patent training materials.
* Created the curriculum and training guides, as well as taught person-to-person and online training courses for new patent activity staff in the U.S. and in India via Webex and videoconferences.

TEXAS INSTRUMENTS INCORPORATED, Dallas, Texas

***Corporate Governance Paralegal,*** 2006-2007

Acted as legal assistant to company’s corporate counsel and assistant secretary. Provided support to and assisted counsel in corporate governance and finance section of Law Department with preparation and filing of proxy statement, annual report, and various reports and compliance notices with Securities and Exchange Commission and other regulatory agencies in United States and abroad.

* Assisted in the production of notebook material for annual stockholders’ meeting.
* Contributed to preparation of minutes and agenda briefing items for Compensation Committee of the Board of Directors.
* Directed administrative duties for two attorneys and backup support for Stock Options Administration personnel. EDGAR SEC. Hoover’s Reports.

SUNNY SIDE, INC., Denver, Colorado

***Freelance Paralegal, Office Administration and Support Assignments,*** 2000-2005

* Translated Spanish-to-English text for local language institute.
* Handled human resources responsibilities for national beverage distributorship.
* Served as paralegal at law firm specializing in domestic relations and adoption cases.
* Completed accounting duties for regional engineering and pipeline construction firm.
* Performed paralegal work, legal document proofreading, and editing work in Legal Department of a large international telecommunications corporation.
* Coordinated paralegal work involving civil litigation cases, mostly in areas of eminent domain, labor and employment, public policy, election law, and complex business disputes.

**ADDITIONAL EXPERIENCE**

ADMINISTRATIVE PARTNERS, INC., COHEN, JAYSON & FOSTER, P.A., Tampa, Florida**, *Law Firm Administrator,*** 1998-2000. Handled day-to-day management of all business functions for 45-person law firm, including banking, income and finances, collections, attorney and travel costs, workload management, website content and maintenance, computer information services, and all human resources issues. Evaluated, purchased, and implemented new Juris case management software, as well as new accounting system. Worked closely with controller and accounting firm to generate monthly financial statements. Inventory management, budget analysis, office systems, and job descriptions. Oversight of bank relations, including line of credit, employee compensation, payroll standardization, space planning, and merger with another law firm.

CHILDREN’S LEGAL CLINIC, Denver, Colorado**, *Office Manager, Paralegal,*** 1995-1997. Worked on cases in behalf of abused and neglected children the agency represented as Guardian *ad litem*. Performed grant writing and related progress reporting. Contributed to and directed fundraising events, including volunteer fairs, vendor booths, and annual tribute dinner for more than 800 guests. Maintained funder database. Billed clients and governmental agencies. Kept financial records and handled accounting duties together with accountant and auditor. Wrote notices, agendas, and minutes for Board of Directors. Worked on newsletter, press releases, and other public relations publications.

**EDUCATION**

UNIVERSITY OF DENVER, Denver, Colorado, ***Bachelor of Arts Degree (B.A.), Political Science, Pre-Law,*** *Honors Program, Graduated March 15,* 2009

**LICENSURE**

*Notary Public, State of Texas (Active)*

*Federal Aviation Administration – Private Pilot Certificate*

**PROFESSIONAL DEVELOPMENT**

*Internet and Intellectual Property Conference for the Non-Lawyer Professional,* Plano, Texas, 2010

*Legal Secretaries’ and Administrators’ Conference,* Washington, D.C., 2010

*General Data Protection Infection Control Certificate Information Security*

*Regulations April 2020 April 2020 April 2020*

*International Fraud, Bribery Preventing Bribery in Business Preventing Money Laundering*

*And Corruption April 2020 April 2020*

*April 2020*

*Time Training for Non-Exempts*

*Ethics at TI*

*Environmental, Health and Safety Compliance Training*

*Wage and Hour*

*Code of Conduct*

*Preventing Workplace Harassment - Employee Edition*

*Insider Training*

*Confidential Information Protection - General Audience*

*FCPA: Conducting International Business Properly*

*Myers-Briggs Type Indicator*

*Are We Communicating?*

*Patent Information Management*

*PowerPoint Webinar*

*Comprehensive Patent Training*

*Preventing Workplace Harassment - U.S.*

*New-Employee Orientation*

*Introduction to ESH at TI*

*ESH for Non-MFG Chemical and/or Laboratory Users*

*Emergency Preparedness Training*

*Environmental Health and Safety Awareness*

*Ergonomics Around the Clock*

**AFFILIATIONS**

Dallas Paralegal Association, Board of Directors, Past Treasurer

Society for Human Resources Management

American Intellectual Property Law Association

Aircraft Owners and Pilots Association

United Way, Volunteer

**TECHNICAL SKILLS**

Deltek Vision database, eVerify database certified, Lookout I-9 HR Documentation, IPManager (Thomson/Reuters), CPI, Advanced Invoice Management Systems (AIMS), DataCert, SAP, Hummingbird Document Management, HR PeopleSoft, Concur Expense Manager, Timeslips, Quicken, QuickBooks Plus, Windows 8.1, Android, WorkShare, Lexis-Nexis, SharePoint, Edgar SEC. Hoover’s Reports. Videoconferencing, Skype for Business, Microsoft Teams, WebEx, advanced level of expertise in Microsoft Word, Excel to include pivot tables and data filtering, PowerPoint (Office 2016), Outlook, Adobe and the latest web-based applications, including Windows 10.

IBM Kenexa Prove It! On Cloud: Keyboarding 73, WPM; Microsoft Excel 100%, 30/30; Microsoft Word (Advanced) 80% 25/30; Microsoft Word (Power User) 92% 23/25; Microsoft Word (Regular) 90% 27/30.

**OTHER SKILLS AND ABILITIES**

**Strategic Thinking/Visioning**

Able to see and communicate the big picture. Determines opportunities and threats through comprehensive analysis of current/future trends.

**Intelligence and Intellectual Curiosity**

Learns quickly. Demonstrates strong desire and ability to quickly and proficiently understand and absorb new information. Ability to understand complex business models.

**Organization and Planning**

Plans, organizes, schedules, and budgets in an efficient, productive manner. Focuses on key priorities.

**Persistence**

Demonstrates tenacity and willingness to go the distance to get something done.

**LANGUAGES**

C-suite professional fluency in English. Executive-level verbal, public speaking, writing, editing, proofreading skills, and presentation skills. Highly proficient in Spanish. Strong familiarity with German.

**KEY ACCOMPLISHMENTS**

**McLarens International *(Insurance Adjusting)* 2016 - 2020**

**Office Manager of the Dallas Branch – and -**

**National Catastrophe Administration Manager (NCAM)**

Office Management - Strategic Planning - Trend Analysis - Corporate Paralegal

Oversight and Budget - Operations Professional - Vendor Management - Corporate Governance

Notary Public - Catastrophe Response - Logistics Planning - Catastrophe Management

* **Modernized office procedures and technology**
* **Improved efficiencies and productivity**
* **Reduced costs**
* **Increased annual billed revenue by 12% FY 2020**
* **Supervised personnel and led virtual, work-from-home teams during Covid-19 global pandemic**

**KEY ACCOMPLISHMENTS**

**Texas Instruments Incorporated 2006 - 2015**

* **Budget:** Monitored spending in three areas comprising patent activity budget - MDC, USPTO, and attorney fees. Worked closely with finance personnel to set budget, review quarterly spending levels, and stay within budget. Analyzed vendor compliance and productivity. Tracked and analyzed spending for trademark and copyright registration and maintenance fees around the world as part of attorney fees budget. Saved money, maximizing return on investment.
* **Financial:** Created and analyzed DataCert and SAP spending reports. Created and submitted hiring exception requests to Ethics Department and WPL Procurement prior to drafting professional services agreements to contract for consulting work, along with W-9 form and sample invoice. Worked closely to set up new vendors with Supplier Information Management Team.
* **DataCert:** Received, analyzed, reviewed, approved, and paid invoices from outside counsel for preparation and filing of patent applications and for invoices related to the preparation and filing of patent drawings. Ran monthly spending reports to track various metrics and to stay within budget.
* **Data Analysis:** Created new and improveddatacollection and reporting processes.Monitored spending of USPTO fees and received, uploaded, and archived monthly account statement. Monitored account balances and prepared $500,000 check requests to maintain deposit account balance. Analyzed and reported spending trends and patent metrics. Developed analysis tools to identify unnecessary fees that resulted in saving hundreds of thousands of dollars.
* **Goals:** Worked closely with patent management to carry out department goals and aligned spending with work performed by outside counsel and corresponding USPTO fees. Tracked and reported type and amount of work being done by in-house attorneys and outside counsel. Met filing targets on budget and exceeded previous year’s goals. Helped attorneys create more consistency in their practices by facilitating the sharing of knowledge with each other and through other training.
* **Processes and Best Practices:** Created and designed systems, processes, workflows, websites, and other tools to help attorneys and patent staff. Worked to establish process for tracking and minimizing EOTs and accountability for abandonment of patent cases. Encouraged the discussion of best practices for writing applications, with emphasis on better patent claims, resulting in meetings with attorneys and Licensing Department. Fostered better cooperation and working relationship between and among patent and licensing attorneys. Codified best practices and patent procedures and processes into centralized locations and playbook format.
* **Information Management:** As Chairperson of the Information Management Team, actedas the point person for issues and improvements related to patent database, docketing system, disclosures, and other data systems and processes, from inception of the invention to records retention. Created variety of charts, tables, graphs, documents, pivot tables, and presentations in connection with patent and financial data. Ran department-wide docket and analyzed trends and key areas of concert. Tracked several department metrics month-by-month. Generated data to assist patent management to make decisions based on timely, measurable, date-driven empirical considerations.
* **Creative Problem Solving:** Designed two websites, one for inventor community and the other for patent activity staff. Worked to develop automatic e-mails to attorneys with an attached docket on Monday and a supplemental report on Wednesday of each week. Led future project to help automate acknowledgement letter to inventors upon receipt of disclosure, followed by letter upon granting of patent. Collaborated to get new outside counsel and other vendors entered, and able to interact with database, USPTO deposit account, and other internal functions. Maintained Excel spreadsheets for work sent to outside counsel, dollars potentially liable for outside counsel work, and date in and out for assigned work.
* **Hiring, Orientation, Training, and Staffing:** Handled onboarding, interviewed, provided orientation and training for patent assistants and contractors. Trained paralegal in Bangalore, India, office via multiple video conferences. Participated in multiple lunch interviews, resulting in hiring of two patent attorneys. Determined workload numbers and staffing needs for each attorney and assistant team. Compiled agenda items, called for, and led patent staff meetings on regular basis. Ability to develop people in their current roles to improve their performance and to prepare them for future roles.
* **Patents/IP:** Obtainedforeign filing licenses and permission waivers from IP offices in India, Malaysia, and Singapore. Served as owner and principal on approximately 20 shared patent drives and responded to requests for data adds and modifications. Oversaw IP electronic files, gathering and placing in central location accessible to everyone. Responded to e-mails and telephone calls on daily basis. Maintained fresh powers of attorney for TI. Handled paralegal duties related to *Inter Partes Review* cases. MPEP. PAIR, EFS-Web, EBC, EFAS, TESS, TEAS, TSDR, ETAS, AOTW, TMEP.
* **Department Resource:** Coordinated and managed timeline and complex logistics execution of four worldwide attorney workshops. Assisted notaries public with applications and renewals. Aided others, including attorneys, with questions about computers, formatting, software, forms, videoconferencing, and Webex. Filled in for people on TimeBank, found ex-employees all over world, drafted forms for which there were no USPTO fillable forms, researched MPEP for next steps, helped people get cell phones, and fielded calls. Handled registration and payment for annual CLE conference on intellectual property. Booked hotels and cars for patent staff traveling to Dallas.
* **Outside Counsel:** Created online resource directory to evaluate outside counsel and an online shared site for monthly status reports, as well as online shared site codification of patent-related information and data for attorneys’ staff. Routinely revised outside counsel guidelines. Served as the contact point for outside counsel questions, emails, and phone calls. Implemented and hosted in-department meetings and briefings with outside counsel. Maintained outside counsel contact list. Created process to solicit, rank, prioritize, and send out disclosures to outside counsel. Communicated important information and policies to outside counsel. Provided support and required outside counsel to perform as instructed. Acted as the liaison between TI patent activity and outside patent counsel. Coordinated project to evaluate and discuss work product of outside counsel firms. Determined which outside counsel should have badges and access to TI facilities and assisted with ordering background investigations.