

Jeff Rothman

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Re: Contact Tracer

Dear Recruiting Team:

I understand that you've recently begun working with the State of Ohio on contact tracing and am reaching out to let you know that I'm eager, qualified, and prepared to make a long-term commitment for immediate employment as a Contact Tracer in Ohio, Massachusetts, or anywhere else you need them.

My ability to initiate outgoing phone activity, the sensitivity with which I approach those conversations, and my approach to quickly establishing trust and credibility with people I've never talked to before are just a few of the traits that make me an outstanding candidate for this role. Furthermore, my long-time engagement with culturally diverse populations in business, as a volunteer, and international travel has afforded me the opportunity to learn how to build relationships with a wide variety of people, including the economically disadvantaged.

My success has been built on a foundation of self-reliance, discipline, and resourcefulness. I'm eager to show you how I can use all of my skills and experience to get up and running quickly, operate with minimal supervision, and achieve the outcomes necessary to help address the challenge of containing the COVID-19 pandemic.

Sincerely,



Jeff Rothman

[See below for my resume]

JEFF ROTHMAN

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SUMMARY

- ✓ Expertise in building relationships by phone and quickly establishing the trust and credibility it takes for people to feel comfortable sharing personal information.
- ✓ Business-savvy professional with excellent abstract reasoning skills, emotional intelligence, and the ability to develop relationships with people at all levels and from diverse backgrounds.
- ✓ Flexible and adaptive, with the confidence and resiliency to rebound from setbacks and show others how to do the same.
- ✓ As a business professional and volunteer, I've demonstrated an ongoing commitment to bringing economic empowerment to people from economically disadvantaged and minority communities.

RELEVANT TRAITS AND COMPETENCIES

Self-directed professional
Disciplined & process-driven
Resilient
Tech savvy

Empathic
Unquestioned integrity
Intuitive
Relationship builder

Calm under fire
Outstanding communicator
Adaptable
Resourceful

CAREER HIGHLIGHTS

Rothman Talent Solutions (www.RothmanTalent.com)

1998 — present

Founder of national recruiting practice offering talent acquisition services to businesses and non.-profits.

Founder and President

Accomplishments

- ✓ Started a successful recruiting practice from scratch, and within 2 years, grew it into one of the most respected independent recruiting firms in its niche.
- ✓ Built long-term relationships that generate a steady flow of new business and candidate referrals, with more than 80% of our revenue attributable to repeat business.

MRINetwork; Cleveland, OH (www.MRINetwork.com)

March 1996 — April 1998

The corporate office of the largest executive search organization in the world, with more than 600 offices globally.

Director of InterExec (contract management staffing division)

Promoted to re-energize and lead InterExec, MRINetwork's contract management staffing division.

Accomplishments

- ✓ Identified and resolved inefficiencies in the InterExec business model that limited adoption within MRI's franchise network.
- ✓ Developed new sales/delivery processes and procedures that streamlined operations, reduced barriers to adoption and increased revenue for both franchisor and individual franchisees.

Largest provider of contract managerial staffing services in Northeast Ohio (no longer in operation)

Sales Manager

Built and led a regional sales team.

New Business Development Manager

Starting with no clients or revenue, became the company's most successful salesperson, contributing significantly to their rapid growth and market dominance.

Accomplishments

- ✓ Instrumental in helping the company grow by 250% during my 5-year tenure.

PREVIOUS RELEVANT EMPLOYMENT

Job training for the Economically Disadvantaged:

Part of a team contracted by local governments to provide job training to economically disadvantaged communities.

VOLUNTEER ACTIVITIES

- ✓ Center for Employment Opportunities: A volunteer helping the recently incarcerated develop the interviewing skills necessary to reenter the workforce.
- ✓ Greater Cleveland Congregations: A volunteer with this local, non-partisan, grass roots organization made up of Cleveland-area faith communities that work together on issues facing the broader Cleveland community, particularly social justice, education, gun violence reduction, and criminal justice reform.
- ✓ Urban Business Assistance Corporation: Consultant and officer of student-led organization that provides consulting services to minority business owners.

EDUCATION

- ✓ MBA in Finance from New York University's Leonard N. Stern School of Business
- ✓ BBA in Marketing from The George Washington University's School of Business