

# Jeanne Ellen Russell

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## EXPERIENCE

### **RUSSELL INVESTIGATIONS, LLC**

**Private Investigator**, August 2019-Present

I run a private investigative agency in Virginia, #11-17500. Services include: background checks, process service, domestic investigations, skip trace, support for other agencies, and other investigative services.

### **SHENANDOAH WINE TOURS, INC.**

**Manager**, July 2019-Present

**Vice President and Co-founder**, June 2017- July 2019

Shenandoah Wine Tours is a wine tour business offering transportation to wineries in Shenandoah County, VA. Customers are treated to a catered snack and all the cool water they can drink while traveling through the beautiful countryside to our area wineries. Our motto is: Relax, We'll Drive!

### **RUSSELL ENTERPRISES**

#### **FREELANCE CREATIVE SERVICES**

**Sole Proprietor**, DEC 2002 – Present

I run a creative services business offering design, writing, editing, web building, publishing consulting, promotional, and other services for clients. Some long-term projects include:

- **Shenandoah Community Foundation**, P.O. Box 31, Woodstock, VA 22664  
**Program Coordinator**, January 2012 – October 2018
  - Coordinate grant and scholarship programs for this 501(c)3 corporation.
  - Work to increase community awareness and understanding of the foundation and develop new funds
- **Greatland Publishing**, 501 S. Royal Avenue, Front Royal, VA  
**Multiple Roles**, JUN 2005-JUL 2009
  - **Writer/producer**, Valley of the Stars Radio Show which aired on The River 95.3 FM. I found and booked guests, wrote scripts, pre-interviewed guests, directed recording sessions and worked with sound engineer to edit final show, and occasionally acted as guest
  - **Executive Editor**, Oversaw publishing activities. Under my direction, we streamlined the publishing process to save thousands of dollars in costs for the company
  - **Other Accomplishments**, Created and ran promotional campaigns, wrote ads for radio and print, supervised small staff, and performed other functions including publicist, webmaster, designer, TV and movie script writer and more

- **Just Say It! Radio Show**, WSVG, Mt Jackson, VA  
**Co-host/producer**, SEP 2006-APR 2009
  - Co-hosted and produced a weekly current events radio show on WSVG in Mt Jackson.
  - Acted as sound engineer, sound editor, and webmaster

**STRATEGIC INSIGHT**, 241 18th Street S., Suite 511, Arlington VA 22202

**Publications Associate** , OCT 2000-DEC 2002

Client – Test and Evaluation Deputate, Missile Defense Agency (TE MDA)

- Created meeting presentations, designed conference displays, posters, certificates, and other art work. (Worked with Microsoft PowerPoint, Word, Project, and Excel, Adobe PhotoShop, Adobe Illustrator, PageMaker, and Acrobat, Corel Draw, and other graphics software daily.)
- Member of the TE Integrated Master Schedule Team which gathered information from testing facilities and maintained an integrated test planning schedule for the world-wide missile testing community. During my tenure we created a vehicle to identify and report on potential conflicts in planned asset use between the testing facilities.
- Designed and updated the display of the TE “storyline” on the Planning Center’s walls. Briefed visitors on the TE “Storyline” and the Integrated Master Test Schedule.
- Initiated the Test and Evaluation Brown Bag Lunch Series in the Planning Center. Solicited speakers, advertised events, and assisted in presentations.

**APPLIED RESOURCES, INC.**, 1700 N. Moore Street • Suite 1500, Rosslyn VA • 2 2209

**Graphic Designer**, 1998 – 2000

- Worked with clients to define their requirements for displaying information on military programs
- Designed Web pages, posters, brochures, CD covers, logos, animated slide presentations, and other artwork
- Made video movies which included script development, editing acquired footage, and incorporating custom artwork

**US TOTAL ARMY PERSONNEL COMMAND**, 200 Stovall Street, Alexandria, Va

**Military Personnel Technician**, 1990 – 1997

- Prepared articles for and coordinated all division submissions to the Command's home page
- Interacted with installations all over the world on a daily basis advising them on separation laws, policies and procedures. Prepared large mailings notifying officers who were twice non-selected for promotion of their mandatory separation dates and separation options. Monitored and notified officers who were approaching their mandatory retirement dates of retirement procedures
- Researched and prepared answers for the commanding general to inquiries from the White House and members of Congress. Created and prepared slide shows/ briefings on separation processes

- Planned and organized branch and division events and an off-site conference for 90 individuals
- Created and taught classes in Total Quality Management and officer separation procedures to Army and Air Force officers and division employees
- Facilitated a 6-month process action team mandated by the commanding general to streamline and improve processes for the Officer Personnel Management Division

Maintained SECRET Security clearance from 1990 - 2003

**PRIOR EMPLOYMENT** (1985 – 1989) - Paralegal/receptionist at a national law firm, market researcher for Opinion Centers, sandwich board model, tourmobile guide, waitress.

### **EDUCATION**

Army School of Engineering 1996 - Facilitator training course. 40 hrs; Total Quality Management course for trainers. 80 hrs. Longwood College, Farmville, VA, 1981-1985 - English major, Sociology minor. 93 credit hours.

### **REFERENCES**

Brad Haynes, Greatland Publishing 501 S. Royal Ave., Front Royal, VA 22630 (540) 622-7222

Suzanne Holt, Sandy Creek Pet Resort, 9689 Burkes Pond Road North, Virginia 23128 (540) 333-2726

Other References available upon request.