

Jeanne Ellen Russell

P.O. Box 19 (110 N. Main Street), Edinburg, VA 22824
703 789-1882, cornersuite@gmail.com

EXPERIENCE

RUSSELL INVESTIGATIONS, LLC

Private Investigator, August 2019-Present

I run a private investigative agency in Virginia, #11-17500. Services include: Interviews, background checks, process service, domestic investigations, skip tracing, support for other agencies, Site investigations, and other investigative services. I am also the Compliance Agent for this business (CA-1001526).

SHENANDOAH WINE TOURS, INC.

Vice President and Co-founder, Manager, June 2017- March 2021

Marketing and Social Media Manager, March 2021-Present

Shenandoah Wine Tours offers tours of wineries in Shenandoah County, VA. Our motto is: *Relax, We'll Drive!*

WWW.FENGSHUIMANDALAS.COM

Ecommerce Website that I own and operate.

RUSSELL ENTERPRISES

Freelance Creative Services

Sole Proprietor, December 2002 – Present

I run a creative services business offering research, design, writing, editing, web building, publishing consulting, promotions, social media, and other services for clients. I take on work as my schedule allows. Long-term projects and clients include:

- **Shenandoah Community Foundation**, P.O. Box 31, Woodstock, VA 22664
 - Program Coordinator**, January 2012 – October 2018
 - I was responsible for coordinating grant and scholarship programs for this 501(c)3 corporation.
 - I also worked to increase community awareness and understanding of the foundation and to 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, 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 screenwriter 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, October 2000 - December 2002

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

- Created meeting presentations, designed conference displays, posters, certificates, and other art work.
- 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 testing facilities.
- 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 22209

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 movies which included script development, editing acquired footage, and incorporating custom artwork.

US TOTAL ARMY PERSONNEL COMMAND, 200 Stovall Street, Alexandria, VA 22322

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 advising them on separation laws, policies and procedures. Prepared large mailings notifying officers 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 and 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.

CIVIC ACTIVITIES

Current –

- Election Official
- Community Representative on the Superintendent’s Leadership Team (Not sure if the new Superintendent will continue with this group or not)

Prior – Shenandoah County Electoral Board, Extension Leadership Council, Edinburg Representative on the Parks and Rec Advisory Board, Theatre Shenandoah Board

EDUCATION

COVID-19 Contact Tracing Course – John Hopkins University, via Coursera.

Leadership Shenandoah County 2020 - An eight-month program to learn to recognize and address business and community needs. (Because of Covid, this program was interrupted and has now resumed)

Department of Criminal Justice Services– Compliance Agent Course July 2019

Northern Virginia Security Academy February 2019 – Private Investigator Course (02E)

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 available upon request.