

Jeanne Ellen Russell

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EXPERIENCE

WWW.FENGSHUIMANDALAS.COM

President January 2020-President

E-commerce Website where I sell mandala art, jewelry, notebooks, and gifts that I design. I do all promotions, events, and social media for this company.

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, June 2005 - July 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

RUSSELL INVESTIGATIONS, LLC

Private Investigator, August 2019-2021

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

SHENANDOAH WINE TOURS, INC.

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

Shenandoah Wine Tours offers tours of wineries in Shenandoah County, VA. I was responsible for the website, marketing, and social media in addition to conducting tours. We never had a complaint while I was there. We sold the company in 2019 to Luther Santiful. I continued to consult with them after the sale. I currently host their website and provide them with logo keychains.

Previous Employment

Government Contractor from 1998 – 2002

- **Publications Associate** for **Strategic Insights (Client – The Missile Defense Agency)** in Arlington VA
- **Graphic Designer** for **Applied Resources, Inc.** in Arlington, VA.

Federal Government Employee 1990-1997

- **Military Personnel Technician** for the **US Total Army Personnel Command,** in Alexandria, VA
- **Maintained SECRET Security Clearance from 1990 – 2003**

Other - (1985 – 1990) - Paralegal/receptionist at a national law firm, market researcher for Opinion Centers, sandwich board model, Tourmobile guide, waitress.

CIVIC ACTIVITIES

- **Current –**
 - Election Official
 - Vice President of the Shenandoah Library Foundation
- **Prior –** President of the Shenandoah Library Foundation Served on the Shenandoah County Electoral Board, Extension Leadership Council, Parks and Rec Advisory Board, Theatre Shenandoah Board, Shenandoah County Superintendent's Leadership Team

EDUCATION

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 resumed when things opened back up.)

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.