

Ellen Fox Emerson

www.FauquierNow.com

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Summary

- Strong financial management skills, with extensive experience in budgeting, accounts payable, accounts receivable, cash flow, payroll, taxes, licenses and credit.
- Track record of leadership in new business launches, including online, print and trade show ventures.
- Experienced event management, from trade shows and technology conferences involving companies such as IBM, Sony, 3M and Hughes Electronics, to annual business open houses.
- Extensive experience in advertising, human resources management, including developing health insurance and benefit plans, record-keeping and workforce communication.

Specialties

Proven experience with a range of business administrative duties, with emphasis on maintaining impeccable financial record-keeping.

Experience

Publisher, FauquierNow.com

September 2011-Present, Warrenton, Virginia

Manages advertising, finance and administration.

President, Communicative Technology Corporation (Comtech)

1986-Present, Warrenton, Virginia

Manages finances and administration of communications consulting firm.

General Manager & Co-Publisher, *The Fauquier Citizen*

1989-2006, Warrenton, Virginia

Oversaw administration, finances and human resources of community newspaper publishing company that grew from single startup to enterprise with two weeklies, variety of niche publications, websites and 30 full-time employees. Oversaw launch and management of ISP (Internet service provider) and web services business lines, starting in 1995. Sold company assets to Times Community Newspapers in January 2006.

General Manager, *The Culpeper Citizen*

2003-06, Culpeper, Virginia

Oversaw administration, finances and human resources of 18,000-circulation weekly newspaper, which she helped launch.

General Manager & Co-publisher, *Fauquier Magazine*

1987-1994, Warrenton, Virginia

Managed advertising and finance for monthly feature magazine that she helped launch.

Vice President & General Manager, Learning Technology Institute

1975-95, Warrenton, Virginia

Organized two to six annual national technology trade shows and conferences; negotiated contacts with hotels, vendors and exhibitors; managed staff and finances; developed direct-mail marketing campaigns; wrote successful government grant proposals.

Education

St. Anne's School, Charlottesville, Virginia, 1970.

Studied sculpture, Corcoran College of Art & Design.

"Advertising Sales and Marketing Strategies," American Press Institute, Reston, Virginia, 1992.

"Management of the Weekly Newspaper," American Press Institute, 1994.

Speaking engagements

InfiNet Affiliates Meetings, Norfolk, Virginia.

America East, newspaper technology conference, Hershey, Pennsylvania.