

Ellen L. Mencer 343 Green Street, Havre de Grace, MD 21078
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What I can offer is a lifetime of experiences in a variety of areas, willingness to learn whatever I need to excel in any position, excellent people skills, a desire to continue to be a productive participant. If you feel there is a more suitable position, other than what I apply for, please contact me.

SELF EMPLOYMENT – ENTREPRENEUR

- 2005 – 2016** **Web design** for various small businesses in the community. (Freelance)
- 1998 – 2008** **Owner/founding publisher** of *The Lockhouse to Lighthouse – Havre de Grace Magazine*, a tourism publication distributing 30,000+ issues – twice a year
- 1995 – 1998** **Freelance Writer** – *Sunshine Artist Magazine* (National), *Harford Business Ledger* (MD)
- 1993 – 1996** **Founding editor/office manager** for *Small Pack Option Magazine (SPO)* in Whitney Point, NY
- 1990 – 1993** ARQ & Co.* – Greene, NY **Advertising/marketing consultant** to small business; seminars/workshops in same area. Developed tourism publication, *Daytripping the Old Catskill Turnpike*. *Ask the Right Questions
- 1985 – 1990** Creative Synergy – Greene, NY **Owner: created solutions for small businesses** by offering professional secretarial support, marketing consultations, mailing and labeling support, plus typesetting for local printers
- 1986 – 1989** **Owner/founding publisher** of *The Village Greene* advertising paper, direct mailed to more than 6200 homes in the surrounding area (Greene, NY) A 2-person operation handling all tasks except for printing.
- 1978 – 1980** **Holistic Health and Motivational Workshops**, Erie PA and Fredonia NY
- 1977 – 1978** VIP Repairs – Lexington, KY **Repair of vinyl products including contract with city bus company**

EMPLOYMENT EXPERIENCE

- 2011 – 2016** Doodad’s Fair Trade Gallery, 308 St. John St, Havre de Grace, MD 21078 – **sales clerk/retail**
- 1999 – 2001** Chesapeake Heritage Conservancy, Inc. – Havre de Grace, MD **Executive Director** for the Skipjack MARTHA LEWIS non-profit organization

- 1983 – 1985** Xerox Corp. **Office manager** in Binghamton, NY, promoted to **administrative assistant** in Albany, NY sales office. Receptionist, support of demo room facilities, assisting customers, supporting sales reps and service managers.
- 1982** American Fast Print, Endicott, NY **Created a customer service area**, coordinating projects with printer and customers
- 1978 – 1981** Raymond Corp., Greene, NY **Data entry operator**
- 1977** University of Kentucky Medical Center, Lexington, KY **Account controls and payments**, patient and insurance payments, delinquent accounts, educating patients on payment procedures.
- 1974 – 1976** Fishers Island, NY **Domestic (housekeeper/cook)** for Mallory family and later Henry Luce residence
- 1972 – 1973** Barber Center, Erie, PA **Live-in housekeeper** for group home for **mentally challenged children** (6 between the ages of 8 and 17 plus short-term younger ones)
- 1970 – 1971** Welch Foods, Westfield, NY Cost **accounting clerk**
- 1968 – 1969** SUNY at Fredonia, NY **Administration of student orientation program** and testing, prepared statistical data from testing and surveys for the computer dept. and counseling center

EDUCATION:

Broome Community College, Binghamton, NY: Human Biology
Community College, Jamestown, NY – Fortran Computer Language
SUNY at Fredonia, NY - 2 years, primarily Psychology and Sociology classes
plus a variety of programs throughout my lifetime including:
Peer Professional Training from **Women Helping Women**, online programs
and self-taught in most everything I've done – or – learning on the job.