

# Ellen Bassett, CMT

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## Education

**University of Virginia**, Charlottesville, VA  
Bachelor of Arts: May 1998

**Hollins Study Abroad**, Paris, France  
Coursework in French, Spring 1997

**Institute for American Universities**, Avignon, France  
Coursework in French, Fall 1996

## Experience

*The National Institute of Chinese Medicine* Summer 2000 - Present  
San Francisco, CA: Office Administration

- Effectively answer phones, schedule appointments and use the computer to organize data
- Assist with office filing, mailing and copying

*Ecoworld.com* San Francisco, CA: Affiliate Vendor Manager Summer 1999 – Spring 2000

- Develop internet e-tailer/b2b from infancy including sales, office management and product development.
- Research and establish strategic vendor partnerships to grow our site.
- Write vendor summaries, product descriptions and miscellaneous text for site.
- Assist in designing functionality and “look and feel” of site.

*GROW!* Menlo Park, CA: Director of Computer Center Winter 1998 – Summer 1999

- Managed 5 Instructors and 350 members in mission driven, member-oriented educational computer center.
- Sold memberships to grow center and generate \$140K annual revenue.
- Organized and executed innovative marketing events on local and regional level.
- Demonstrated high level of self-initiative and ownership in fast-pace work environment.

*Office of Studies Abroad* Charlottesville, VA: Program Advisor Fall 1997 -Spring 1998

- Advised students going and returning from abroad on legal and cultural logistics.
- Edited and implemented pre-departure orientation for 200 students.

*Able Minds Battered Women's Shelter* Williamsburg, VA: Volunteer Summer 1997

- Acted as a court advocate and hotline counselor for victimized women.
- Educated victims on their options when in and out of court.
- Informed victims about new laws and available resources.

*National Organization for Women* Washington D.C.: Co-Conference Manager Summer 1995

- Organized and managed the 1995 National Conference in Columbus, Ohio.
- Coordinated lecture rooms, lodging, and management headquarters for 1,500 guests.
- Sold and confirmed advertisements and designed program booklet on computer.

## Activities:

*Hiking, camping, backpacking*

*Massage*

- 2 years experience in table, chair and Thai massage