



Ellen J. Martin

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## EDUCATION

Bay Path University • Longmeadow, Massachusetts  
M.S. Nonprofit Management and Philanthropy  
Master's Capstone: *Revolutionizing Fundraising Models for Generation X*

Sacred Heart University • John F. Welch College of Business • Fairfield, Connecticut  
B.S. Business Management

Bay Path University • Longmeadow, Massachusetts  
Graduate Certificate in Nonprofit Governance

## EXPERIENCE

2/19 to present      ***Octavo LLC: Principal***  
***Small Business Services & Consulting***  
Charlottesville, Virginia | Remote

Octavo was born of a passion for helping small businesses grow. Every company has gaps or pain points that reduce efficiency or constrict progress. Octavo specializes in bookkeeping, payroll, human resources and holistic strategy to propel young organizations forward. Features: Certified QuickBooks ProAdvisor, Virginia SWaM certified, Central Virginia Small Business Development Center business advisor.  
[www.octavo-llc.com](http://www.octavo-llc.com)

9/15 to 1/19      ***Rivanna Medical, LLC: Business & Finance Manager***  
Charlottesville, Virginia | Remote

Manage all things administrative for this start-up medical device company. Job scope: QuickBooks accounting, payroll, purchasing, accounts payable, grants management, human resources, benefits administration, Salesforce CRM administration, customer service, sales support, marketing lead generation, logistics, and facilities management. Experience in designing and initiating systems (HRIS, QuickBooks, Payroll, CRM).

10/11 to 9/15      ***University of Virginia: Supervisory Grants & Office Manager***  
Institute for Environmental Negotiation (IEN)  
Charlottesville, Virginia

Manage department's accounting and finance on Oracle and QuickBooks (initiated QuickBooks); human resources position development, hiring, payroll; purchasing, invoicing, and managing payables; facilities management; office communications and social events; contracts/grants writing, support, and management; supervision of up to 26 graduate student interns each semester.

10/05 to 10/11      ***University of Virginia: Program Assistant***  
Office of Engagement | Cavalier Travels  
Charlottesville, Virginia

Provide support and manage details for the alumni and parent travel program at U.Va. Coordinate and troubleshoot travel details with passengers, operators, and faculty lecturers; provide outstanding customer service at all contact points; market programs and sell trips; manage data; develop ways to improve operations; steward travelers; design and operate bus trips for alumni reunions; perform program management duties on international multi-day programs and domestic local day trips; supervise student interns.

6/05 to 10/05                    **University of Virginia Temps**  
Department of Plastic Surgery Research  
Charlottesville, Virginia

11/89 to 6/05                    **Volunteer / Entrepreneur**

- Girl Scouts: Girl Scout Leader, received Outstanding Leader Award and Leadership Development Award; served as Service Unit (district) Secretary
- P.T.O.: Western Albemarle High School P.T.O. president, secretary; Floyd T. Binns Middle School P.T.O. treasurer; was member of P.T.O. founding board; chaired school fun fair
- Art Program: A.G. Richardson Elementary School, developed and managed a volunteer-staffed art program—including building curriculum, obtaining supplies, and managing volunteers—for students in grades 4-6; won Mary B. Allen Award for Advancement of the Arts; program was used as leverage for public funding of art curriculum in Culpeper County's elementary schools
- Faith Based: Culpeper United Methodist Church Director of Christian Education; Vacation Bible School director; Sunday School teacher
- Entrepreneur: Operated a home-based business making custom window treatments and doing clothing alterations

9/03 to 6/04                    **Culpeper County Public Schools: Substitute Teacher**  
Culpeper, Virginia, Middle and High Schools

6/88 to 11/89                    **State Farm Insurance Companies: Insurance Agent**  
Culpeper, Virginia

7/86 to 4/88                    **ITT Koni America, Inc.: Marketing Coordinator**  
Culpeper, Virginia

10/84 to 4/86                    **The Kerite Company: Marketing Services Manager**  
Division of Hubbell Incorporated  
Seymour, Connecticut

#### TECHNICAL SKILLS

- QuickBooks Online Certified ProAdvisor
- QuickBooks Desktop
- Salesforce.com Sales Cloud Administration
- Microsoft Office Suite, Publisher, and Access
- Zenefits HRIS
- Various point-of-sale & collaboration platforms