

Shelley Stoeckl

Office Manager Marketing Associate - Williamsville, New York

Shelley's experience, knowledge of CPI programs and willingness to assist participants has her known at CPIBN as the 'hub of the universe'. Her diverse background includes administrative, operations, project management and marketing skills.

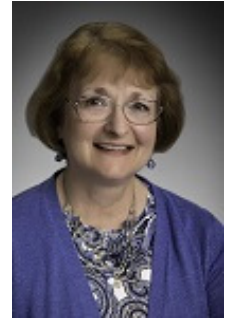
Shelley has over 25 years of marketing and advertising experience, and has managed million piece direct mail projects, project managed TV and radio spots, assisted a non-for-profit through a rebranding and written numerous operational manuals for previous employers. The desire to 'do something meaningful' has brought her back to her administrative roots and a job she loves ... helping people!

BUSINESS EXPERIENCE

- Past president, Advertising Club of Buffalo
- Past president, International Association of Administrative Professionals (IAAP), Buffalo Chapter
- Past president, Certified Professional Secretary Society of New York State
- Proudest accomplishment: Coordinator of the IAAP International Convention & Education Forum hosted in Buffalo in 1997

EDUCATION & CREDENTIALS

- Associate Degree, Business Administration, Bryant & Stratton
- Credits toward a Bachelor's Degree, Empire State College
- Graduate of Catholic Biblical Studies
- Certified Professional Secretary
- Career Partners alumnus
- Hospice volunteer



Areas of Expertise

- Microsoft programs
- Momentum
- JibberJobber

Industries

- Marketing and Advertising
- Direct Mail
- Traffic
- Banking
- Operations