

Sullivan promoted to office manager

Written by Holyoke Enterprise



Three-year Holyoke Enterprise employee Ashley Sullivan has been promoted to office manager of the local newspaper as of this week.

Publisher Brenda Brandt cites Sullivan's organizational skills and follow-through as exceptional. She grasps any task with precision and follows through with careful detail.

Sullivan routes all enquiries to the proper department and handles much on her own. Her ability to organize and coordinate all aspects of the business at the Enterprise was sharp from the start and continues to escalate.

While many of her weekly duties will stay the same with this promotion, she'll be recognized by title for what she is very capably handling.

Since starting at the Enterprise in January of 2010, Sullivan has taken over the billing and moved it to the Holyoke office. Prior to that, billing and other detail work was handled from the Enterprise's sister paper office in Imperial, Neb.

In addition to billing, Sullivan handles all aspects of classified advertising, including pagination of the classified pages.

She and fellow employee Darci Tomky were recently recognized by the Colorado Press Association for submitting both first- and second-place entries in the classified pages category of the 2012 newspaper contest. She also contributed to CPA advertising, layout and design awards in 2011 and 2012.

Sullivan has a key hand in each week's paper as an excellent proofreader. She knows the

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Associated Press Stylebook and as a result contributes greatly to the quality of the Enterprise.

Sullivan graduated from Holyoke High School in 2005 and earned a B.S. degree in audiology and speech language sciences in May of 2009 from the University of Northern Colorado in Greeley.

She is the daughter of Steve and Cathy Sullivan of Holyoke.

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