



 @shelleyhuff

 hello@shelleyhuff.com
www.shelleyhuff.com

 559 563 1577

Proudly Supporting Mission-Driven Work

Capabilities Statement

Snapshot

Location: California
(Nationwide Remote Support Available).
POC: Shelley Huff
Website: www.ShelleyHuff.com
LinkedIn: [linkedin.com/in/shelleyhuff](https://www.linkedin.com/in/shelleyhuff)
Email: hello@shelleyhuff.com
Phone: 559-563-1577

Company Data

Shelley Huff
Woman-Veteran-Owned Business
SAMS Code
Unique Entity ID: TP5GFVFSNJF1
CAGE/NCAGE: 13X41
CalProcure
SB (Micro), DVBE: Cert. ID 2048666
VOSB/SDVOSB/WOSB/EDWOSB

NAICS Codes

541611 Administrative Management & Consulting
541430 Graphic Design Services
541613 Marketing Consulting Services
541810 Advertising Agencies
541850 Indoor and Outdoor Display Advertising
541820 Public Relations Agencies
541870 Advertising Material Services
541890 Other Services Related to Advertising
541921 Photography
711510 Independent Artists, Writers
541922 Commercial Photography
541910 Marketing Research
561110 Office Administrative Services
561410 Document Preparation Services
561920 Convention and Trade Show Organizers
561990 All Other Support Services
711510 Independent Artists, Writers
541614 Distribution, & Logistics Consulting
541618 Other Management Consulting Services
513110 Newspaper Publishers
513120 Periodical Publisher


UNSPSC Codes


80101500 80101501 80101504 80101505 80101506 80101507
80101508 80101600 80101601 80101602 80101603 80101604
80101606 80141500 80141501 80141505 80141510 80141511
80141512 80141513 80141514 80141600 80141607 80141611
80141612 80141613 80141616 80141902 80161500 80161501
80161502 80161503 80161504 82101500 82101507 82141600


Our mission is to provide strategic administrative and design services that empower organizations, streamline operations, and elevate organizational impact.

Our vision is to be a trusted provider of mission-focused visual and administrative support that strengthens organizational success.


Core Competencies


 **Administrative Management & Consulting.** Executive administrative support, workflow development, documentation tracking, SOPs, reporting, scheduling, policies, and compliance support. *Other Technical Services.* Document production, editing, communications support, and multidisciplinary project assistance.

 **Marketing Consulting.** Communications planning, message development, public outreach, and campaign design. *Advertising Services.* Print and digital ad creative, public awareness visuals, and promotional content. *Public Relations Services.* Public information materials, outreach content, event communications, and narrative messaging.

 **Graphic Design Services.** Branding, publication layout, infographics, templates, and visual identity systems for government communications, event documentation, and setup. Ability to transform technical content into clear, visually effective communication products.

Differentiators

Primary strengths in Administrative and Graphic Design providing a unique perspective  that integrates structure, clarity, and creative problem-solving to help organizations operate efficiently and communicate with confidence. Integrated skill set reducing handoffs and increases efficiency for prime contractors.

30+ years' experience supporting public agencies, districts, nonprofits (VSO's other  veteran organizations), healthcare/human services providers, and small businesses with executive-ready communications, outreach materials, and compliance aligned design and document production.