



Kelly McCallister

Project Manager

Experience

January 2024 – Present

VP of Development • Non-Profit • NEWH

September 2023 – October 2024

Project Manager • Procurement Services • Carver & Associates

September 2022 – September 2023

Assistant • Multiline Sales Rep • TODD, Inc.

January 2023– December 2023

Fundraiser Director • Non-Profit • NEWH

January 2022 – December 2022

Scholarship Director • Non-Profit • NEWH

February 2018–September 2022

Purchaser • Procurement Services • ADM Associates

November 2017–May 2020

Cashier • Customer Services • Home Depot

November 2015–October 2018

Cashier • POS Associate • Kohls

March 2015–November 2017

Front Office • Receptionist • Dermatology Associates

May 2012–January 2016

Scheduler • Administrative Assistant • 9th Judicial Office of Dispute Resolution

September 2009–May 2015

Substitute Teacher • Assistant to Teacher • Habersham County Schools

August 2011–May 2012

Substitute Teacher • Long term Special Ed Substitute • Habersham County Schools

October 2008–May 2009

Caregiver • In home Caregiver • Senior Helpers



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September 2008–March 2009

Temporary Office Help • Office Assistant • ADM Associates

July 2007–November 2010

Medical Transcription • Administrative Work • PeachMed, Inc.

June 2004–May 2007

Assistant to Medical Director • Insurance Billing, Administrative Work,
Front Office • KC Medical Home Care Supplies

Education

Clayton College and State University, Morrow, GA

- Associate's degree in office administration
- Certificate in Office Assistant

Armstrong Atlantic State University, Savannah GA

- General Core Classes

Professional Summary

Detail-oriented purchasing agent with over 6 years of industry experience. Proven track record of increasing profitability through close management of budgets and vendor relationships. Capable problem solver with great interpersonal skills.

Summary of Qualifications

- Thorough understanding of supply chain management processes.
- Excellent multitasker with top-notch organization

Skills

- Procurement
 - Vendor Relations
 - Budgeting
 - Documentation
 - Communication
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