

## 300 Favor Road Apt. 2309 Fayetteville, GA 30214

- 678-357-9023
- KRMcCallister@gmail.com

# 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 • 9<sup>th</sup> Judicial Office of Dispute Resolution

September 2009-May 2015

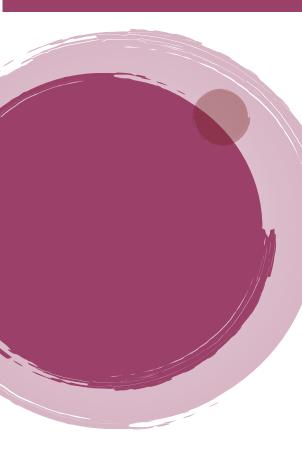
Substitute Teacher • Assistant to Teacher • Habersham County Schools

August 2011-May 2012

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

October 2008-May 2009

Caregiver • In home Caregiver • Senior Helpers



#### 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

