



Kenisha McCalla
MANAGER

PROFESSIONAL SUMMARY

Ms. McCalla has over 18 years' experience in Administrative Management and over 10 years' experience in Marketing. She also has more than 5 years' experience in Corporate Secretarial Services.

EXPERIENCE

Administrative expertise in regard to providing support to various types of organizations, such as manufacturing, distribution and service industries. Drafting of both formal and informal proposals to include competitive Request For Proposals (RFP). Diverse experience in abetment of incorporation of companies, to include providing solid advice on other corporate secretarial matters.

PROFESSIONAL AFFILIATIONS

Institute of Administrative Management (IAM)
Chartered Institute of Marketing (CIM)
Chartered Institute of Arbitrators

EDUCATION

Advanced Certificate, Marketing Design and Strategy;
London School of Business & Finance

Certificate , Global Business Management; London
School of Business & Finance

Associate Degree (ASc), Management Studies

Management Institute of National Development (MIND)

Certificate, Fundamentals of Supervision
& Management; Chicago State University

CLIENT FOCUS

Private and Public entities to include Not-for-profit organizations.

2010 –Administrator; 2011 Marketing Executive; 2019 Marketing and Business Development Manager.

Email:

kmccalla@dawgen.com

Division:

Marketing & Business
Development

Employment Period:

June 10, 2010 – Present

Branch:

Corporate Head Office



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