

# Kaley Sutton

Hardworking and passionate job seeker with strong organizational skills eager to secure an entry-level position. Ready to assist teams in achieving project goals. Dependable candidate who is able to manage multiple priorities.

## Contact

### Address

Dallas, Texas, 75254

### Phone

214-679-8446

### Email:

Kaleypatriciasutton@gmail.com

[kaleysutton.artstation.com](http://kaleysutton.artstation.com)

### LinkedIn

<https://www.linkedin.com/in/kaley-sutton-7305bb9a/>

## Skills

PC and MAC Platforms

Python and SQL

Linux line-command

Knowledge of cybersecurity frameworks

SIEM tools and packet sniffers



## Work History

**Mar 2021 - Current**

### Graphic Designer

*Build A Brand, DALLAS, Texas*

- Developed creative design for print materials.
- Created digital image files for use in digital and traditional printing methods.
- Employed design fundamentals when selecting typography, composition, layout and color in design work.
- Collaborated with client to collect information for adjustments.
- Applied knowledge of production to create high-quality images.
- Designed creative digital displays used for instruction manuals.
- Used programs such as Clip Studio Paint, Affinity Designer, and Adobe Creative Suite to create images and layouts for multiple projects.

**Jan 2015- Current**

### Bookkeeper

*The Kaler Corp, Dallas, Texas*

- Entered credit card receipts, checks and deposits into QuickBooks.
- Reconciled credit card and bank statements.
- Applied proper job cost codes to receipts and checks written.

**Aug 2020- Jan. 2021**

### Art Gallery Intern

*R02 Art , Dallas, Texas*

- Created and enriched online gallery listings to draw international interest and promote works for sale.
- Guided gallery visitors through the facility and delivered engaging talks on exhibitions to stimulate interest and facilitate sales.
- Informed visitors of exhibit features and highlights to promote enriching gallery experiences.
- Assisted marketing team with creation and posting of website and social media content to promote gallery to current and potential customers.



## Education

**Bachelor's of Visual And Performing Arts: May 2020**

*The University of Texas At Dallas - Richardson, TX*

**Google Career Certificate in Cybersecurity: June 2023 - August 2023**

*Online certificate*

