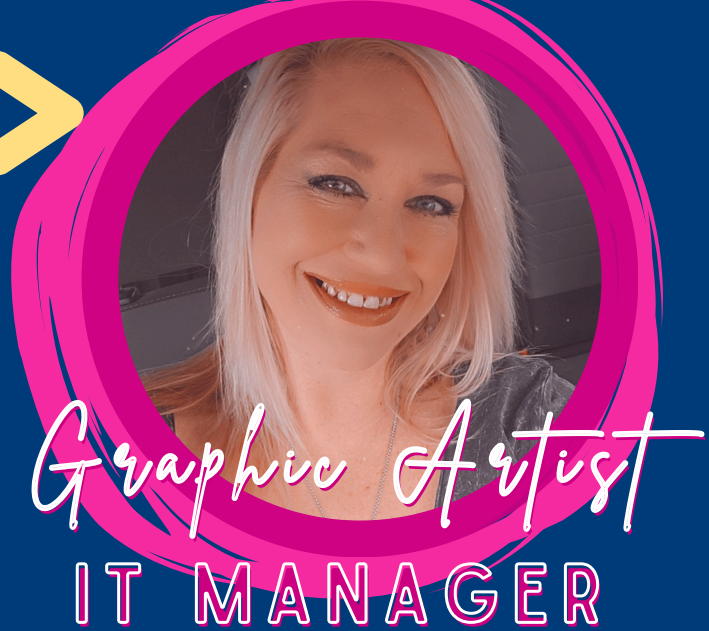


Alyssa SUTTON



Hello! I'm Alyssa, a self-taught enthusiast in technology. I discovered how to create websites when I was just 14 years old! Since then, my passion for learning to "design," "program," "code," and "troubleshoot" anything related to IT has shaped my professional journey. My keen attention to detail, coupled with my ability to foster customer relationships, has enhanced my role as a "Nerd."

20+ YEARS OF SKILLS

education

Aiken Technical College, Dec 2008

Adobe Dreamweaver CS3 Certificate

Augusta University, Aug 2005 - May 2007

Pursued Bachelors Degree in Management
Information Systems

Briarwood Academy, May 2005

High School Diploma

work experience

INFORMATION TECHNOLOGY MANAGER

JAN 2009 TO PRESENT

CARVER SECURITY SYSTEMS, INC.

CUSTOMER SUPPORT

IT + IOT

GRAPHIC DESIGN

WEB DESIGN

MARKETING

PROCUREMENT

CLERICAL ADMINISTRATION

EMPLOYEE TRAINING

- Company **website** design, keyword optimization, content management
- **Advertising** design including all company forms, print & online ads
- Network management including servers, workstations & shared **software hosting**
- Product **procurement**, inventory allocation, vendor negotiation, and logistic handling
- Main **point of contact** for customer base (1000+) from initial quote to final billing
- Contract administrator for **new construction projects** including using AIA payment process
- Created **digital drawings** for fire alarm systems approved by local and state agencies
- Remote and on-site **technical support** for field technicians
- Software and web GUI **platform administration**
- Implemented SOPs utilizing technology to **enhance processes**
- Coordinated technician **schedules** and product arrivals for service calls and installs
- Accounts Receivable administration, including web based **payment systems**
- Converted paper timekeeping to **app-based** for employee time tracking
- **Sales** representative for multiple types of alarm industry systems

experience

GRAPHIC ARTIST REAL ESTATE SALES REP

April 2008 - November 2008
The Augusta Chronicle

- Designed print ads for the real estate division
- Created the back page in the Sunday newspaper for Meybohm Realtors'
- Assisted artists with design and content of Meybohm Realtors' monthly magazine
- Used both MAC and PC systems
- Ordered ads using SAP software
- Junior advertising sales rep for Meybohm Realtors
- Sold ad space and maintained customer relations via email and phone
- Managed senior sales reps' schedules and made cold calls
- Supported production department during deadline emergencies

awards

Award for Excellence, Year
Book Editor (2005)

Employee of the Year 2009
Carver Security Systems

contact

803-646-5453

alylanedesignco@gmail.com

Aiken, SC

software portfolio

WINDOWS OS & MAC OS

80WPM TYPE SPEED

ADOBE CREATIVE CLOUD SUITE

ACROBAT, INDESIGN,

ILLUSTRATOR, PHOTOSHOP,

LIGHT ROOM EXPRESS

MICROSOFT WORD, EXCEL,

POWERPOINT, OUTLOOK,

ACCESS, TEAMS, WHITEBOARD

QUICKBOOKS ENTERPRISE

SOLUTIONS

CANVA

COREL DRAW & PHOTOPAINT

GOOGLE DRIVE, DOCS, SHEETS

EARTH PRO

SAP + SAP ARIBA

SALESFORCE CRM

ORACLE

HTML CODE

JAVASCRIPT

