



Kiara Sutton

Pet Care Manager

CONTACT INFORMATION



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Prescott, AZ 12345

EDUCATION

BS, Animal Sciences

University of Arizona, Tucson, AZ
2011 - 2015

KEY SKILLS

- Dog walking and group management
- Animal-assisted therapy coordination
- New sitter training and mentorship
- PetDesk
- Pawtrack
- Microsoft Excel
- Canine behavior assessment
- Leash handling techniques
- Pet first aid and CPR
- Client communication

ABOUT ME

Bringing 11 years of pet care experience spanning dog walking, animal-assisted therapy coordination, and team leadership, with hands-on use of Pawtrack, PetDesk, and Microsoft Excel to manage daily operations. Mentored 11 new sitters over 18 months by pairing each with a senior team member for 40 hours of shadowed field visits. Holds a Cat and Dog First Aid certification from the American Red Cross and a BS in Animal Sciences.

PROFESSIONAL EXPERIENCE

Pet Care Manager | 2020 - Present

Granite Dells Companion Services, Prescott, AZ

- Walked 11 dogs per day across 4 neighborhood zones by staggering group sizes and adjusting schedules to account for breed-specific exercise needs
- Facilitated 19 therapy sessions per week by partnering with 3 assisted-living communities and matching certified therapy dogs to resident activity calendars
- Mentored 7 new sitters over 18 months, pairing each with a senior team member for 40 hours of shadowed field visits before solo assignments
- Tracked daily walk distances and behavioral observations in Pawtrack, completing all entries within 6 minutes of each outing
- Scheduled team assignments and time-off requests in Microsoft Excel, cutting double-booking errors from 5 per month to 0

Senior Pet Sitter | 2017 - 2020

Thumb Butte Animal Companions, Prescott Valley, AZ

- Walked 9 dogs per day on solo morning and afternoon outings totaling 6.4 miles, completing all stops within a 5-hour window
- Facilitated 14 therapy sessions per week at a memory-care residence, documenting each dog's temperament and interaction notes in PetDesk after every visit
- Mentored 4 new sitters during seasonal hiring periods, leading 3 half-day orientation walks and reviewing care protocols before clearance for independent work

Pet Sitter | 2015 - 2017

Mingus Foothills Pet Sitting LLC, Cottonwood, AZ

- Walked 6 dogs per day along a 4-mile residential loop, adjusting pace and rest stops for senior and high-energy breeds
- Facilitated 11 therapy sessions per week at a local rehabilitation center, coordinating arrival times with staff to fit 45-minute activity blocks
- Recorded feeding amounts, water levels, and post-walk behavior in Pawtrack within 5 minutes of returning each dog home

CERTIFICATIONS

- Cat and Dog First Aid, American Red Cross | 2018