











# Sue Darby









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*Anchorage, Alaska area or Remote only please.*

**Sue** is a specialist at bridging the gap between business managers and IT professionals, helping both groups to understand and explain requirements for both users and developers. She excels at identifying execution steps, building processes and diagrams with detailed instructions for use. She is seeking a position where she can use her skills with multiple types of software and precise written and oral communications for the benefit of the company.

## Achievements

-  Website design, development, including hand coded and Wordpress based websites
-  Administrator of Division Archiving SharePoint as well as subject matter expert for system
-  Effectively explain ideas and information to both technical and managerial users
-  Manage social media accounts, website and marketing of patterns and books
-  66% improvement of workflow processes
-  85% increase in data collection & notification efficiency
-  50%; improved time management; reduce management's information systems data entry
-  Quality control and maintain 1500 records
-  Create reports for a variety of purposes using tables, formulas, charts and graphs
-  Provide detailed technical assistance to members of the public, managerial and technical users




## Computer Skills

-  **CMS:** WordPress, Drupal, Dreamweaver
-  **Programming Languages:** HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A
-  **Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS, MYSQL, PHPMyAdmin, CPanel
-  **Graphic Art Suites:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind
-  **Operating Systems:** Windows 3.1-7, DOS 3.3, Ubuntu; Android
-  **Cloud Tools:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, TweetDeck, Hootsuite
-  **Social Media:** Facebook, Twitter, G+, GitHub, Pinterest, YahooGroups, Webrings
-  **Office Suites:** Master Certified MS Office 2003-2010, MS Project, MS SharePoint 2007-2010, OneNote, Open Office, Adobe Pro X and XI, KingSoft Office, Open Office

## Skills

Self-motivated, strong work ethic, Project Management, Proactive time management, Problem Solving, Tracking systems development & management, Marketing, Technical Writing, Data Analytics, Universal Modeling Language (UML), customer service (in-person, phone and online)

## Published Works

-  Library of Congress: Pattern Drafting for Miniatures & Pattern Making for Dolls
-  Magazines: International Doll Magazine, Doll Castle News, Dolls, Bears & Anywears, Dolls In Miniature
-  Published: 100 sewing patterns

## ***Experience***

***Senior Services Technician/Office Assistant I & II/Admin Clerk II*** ~ State of Alaska ~ 2008 – Present

***Computer Instructor & Career Development*** ~ Nine Star Education & Employment ~ 2006 - 2008

***Technical Writer/Webmaster/Author/Business Owner*** ~ Sue's Tiny Costumes ~ 1995 – Present

## ***Education***

### ***Charter College – Alpha Beta Kappa, Dean's List***

B.S. Degree in Business Management & Technology: Concentration in Business Applications

B.S. Degree in Business Management & Technology

Associate of Applied Science Degree in Computer Science : Concentration in Business Applications

Associate of Applied Science Degree in Business Management Practice

Certificate in Computerized Office Associate

Certificate in Computerized Office Specialist

### ***Microsoft Office Master Certification***

Word, Excel, Access, PowerPoint

## ***Continuing Education***

### ***2017***

3 Minute German - Free taster course

Rapid Prototyping: From Wireframes to HTML

How to Start a Career as a Work at Home Virtual Assistant

Data Science (Intro Series)

### ***2016***

Become a Certified Web Developer

How to Build a WordPress Portfolio Site

How to Speed Up WordPress Sites

The Beginner's Guide to WordPress

Why Should Developers Use WordPress?

Why Should You Use WordPress?

Want to be a Data Scientist?

Introductory JavaScript Made Easy Training Tutorial

Introduction to Google Tools

Basics of Scrum, Agile and Project Delivery

Hot Software Skills for 2016 - Global trends analysis

Secret Sauce of Great Writing

The Basics of APIs

Marketing - More effective and efficient

Git Started with GitHub

Learn HTML5 Programming From Scratch

Angular 2 Fundamentals with TypeScript

SQL (Beginner)

Access (Intermediate to Advanced Topics)

SharePoint (Intermediate to Advanced Topics)

MS Word (Advanced Topics)

InfoPath (Beginner)

### ***2015***

CompTIA A+ 220-801 - Prepare For The CompTIA A+ 220-801 Exam

Start Building Your Confidence & Self-Esteem Today!

How to Write The Ultimate 1 Page Marketing Plan

Social Media Marketing for Total Beginners

Arduino (Variety of topics)

APIs (Beginner)

Drupal (Beginner Series)

JavaScript

ReactJS (Beginner)

Angular (Beginner)

FaceBook Business Pages (Beginner)