

# Sue Darby

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**Portfolio**  
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## Computer geek seeks interesting challenges!

## I want to help you work better than you did yesterday!

### Computer Skills

**CMS:** WordPress, Drupal, Dreamweaver

**Markup & Programming Languages:**

HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A

**Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS, MYSQL, PHPMyAdmin, CPanel

**Graphic Art:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind

**OS:** Windows, Ubuntu; Android

**Cloud Tools:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, Hootsuite

**Social Media:** Facebook, Twitter, G+, GitHub, Pinterest

**Office Suites:** Master Certified Office, Project, SharePoint, OneNote, Open Office, Adobe Acrobat, Open Office

### 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

### Other 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)

### 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

