

Sue Darby

Contact
907-707-5654
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Portfolio
www.sue-a-darby.com
www.linkedin.com/in/suedarby

Computer Skills

Markup/Programming Languages: HTML, CSS, JavaScript, Perl, Visual Basic.NET, BASIC A

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

Office Suites: Master Certified Microsoft Office, Project, SharePoint, OneNote, Adobe Pro

CMS: WordPress, Drupal, Dreamweaver

Operating Systems: Windows, Linux; Android

Other Skills: Technical Writing, Self-motivated, Problem Solving, Data Analytics, Universal Modeling Language (UML)

Achievements

- Website design, development, security & maintenance for 20+ websites
- Social media channel management for each site including Facebook pages and groups, Twitter updates, LinkedIn pages, G+ pages, Pinterest
- Analysis of analytics for all sites to increase conversion, likes and reach using a variety of tools
- 66% improvement of workflow processes via macro programming & process design
- 85% increase in data collection, clean up and notification efficiency
- Technical writing for a variety of purposes and audiences
- Design and develop official application forms for Medicaid Waiver Programs
- SharePoint Administrator; develop tools, subject matter expert archiving, manage user permissions
- 50% improved time management; reduced management's information systems data entry

Projects

Books, Music & More, Coffee Institute, Craft Pattern Emporium & Sue's Tiny Costumes: Wordpress installation, theme setup, plugin setup and population of affiliate program based sites centered around topic themes. This also includes social media channel management and marketing.

Settings compliance: Phase I: development of a single tool to capture data, consolidate it, and generate individualized notices. **Phase II:** development of a macro to take approximately 1000 final notices to a mass email merge of PDF files. **Phase III:** take responses, embed the final files in the original workbook. This includes documenting the process and training the team. Additional tool developed for compiling statistics and tracking the progress of the project for reporting to management.

Experience

Webmaster/Owner ~ Alaska Office Specialists ~ Present

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

Director ~ Alaska Coalition for Telehealth & Telemedicine ~ 2017-Present

Senior Services Technician ~ State of Alaska ~ 2008 – 2017

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

Education

Udemy - Ongoing Education ~ Variety of Topics including Business, Tech & Foreign Languages 2014-Present

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

Microsoft Office Master Certification

