

Sue Darby

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www.sue-a-darby.com

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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, Inkscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind

Operating Systems: Windows 3.1-7, DOS 3.3, Ubuntu; Android

Cloud Based: 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

Technical Achievements

- Website design, development, including hand coded and Wordpress based websites
- Design and implementation of projects; Habilitation Homes and Critical Incident Report Tracking
- Administrator of Division Archiving SharePoint as well as subject matter expert for system
- Streamline administrative processes, database improvements, data tracking and report processes
- Effectively explain ideas and information to both technical and managerial users
- Manage social media accounts, website and marketing of patterns and books
- Gather data and develop monthly statistic tracking and reporting for internal use and grant reporting

Management Achievements

- Lead, train and delegate tasks to support staff
- Reduce Management's information systems data entry 50%; improved time management

Writing Achievements

- Publish 2 books with copyrights, multiple articles, technical instructions with drawn diagrams
- Research and write resumes and Curriculum Vitae; assist clients in successfully attaining goals

Experience (Full-Time)

State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance

Senior Services Technician

Feb 2014-Present

Office Assistant II

Nov 2011-Feb 2014

State of Alaska, Division of Senior & Disabilities Services, Quality Assurance

Admin Clerk II

May 2008-Nov 2011

Experience (Part-Time)

Sue's Tiny Costumes Entrepreneur/Webmaster Oct 1995-Present

Alaska Office Specialists Entrepreneur/Webmaster Oct 2008 -Present

Books, Music & More Entrepreneur/Webmaster Oct 2008 -Present

Coffee Institute Entrepreneur/Webmaster Oct 2008 -Present

Nine Star Education & Employment

Career Development Mentor & Computer Instructor Apr 2006-Apr 2008

Education

Charter College Bachelors of Science– Business & Technology Alpha Beta Kappa 3.85 GPA

Relevant Classes

~Technical Writing Project Management ~ Statistics ~ Research Methodologies ~ Telecommunications ~ Advanced Web Development ~ Visual Basic.NET ~ Business Law ~ Contract Management ~ Human Resources ~ Operations Management ~ Perl ~ Marketing ~ JavaScript~

Learnable and UDEMY Online

~Java ~HTML 5~CSS~JavaScript~PHP MYSQL~Web design ~Game Development with Unity and C#~

Training

COGNOS (database report manager)	2014
HIPAA Security 201 State of Alaska	2008-2014
Archiving Basics State of Alaska	2012
Introduction to Share Point with Lab State of Alaska	2011
Introduction to Supervisor Training State of Alaska	2011
Basic Care Coordination Training for QA State of Alaska	2010
Introduction to Office 2007 State of Alaska	2009