

AdobePro

Archiving Basics

Budgets

Business Owner

Corel Draw Suite

CSS

COGNOS

Data Tracking

Database

Improvements

Document Design

Document Formatting

GANTT Charts

Goals

HIPAA

HTML

JavaScript

Marketing

MS Visio

Office 2010

OneNote

Perl

Product Design &

Development

Project Management

Report Processes

SharePoint

Supervisor Training

Task Management

Technical Writing

Timelines

UML

Visio

VisualBasic.NET

Web Master

WordPress

Achievements

- Work closely with SharePoint team to ensure Archiving site calculates correct retention as per regulations, provide data input and oversee volunteer and staff to complete over 160 boxes sent to storage
- Develop unit SharePoint to track internal errors, processes and applications; providing report to management for team development and training
- Work with IT and Research and Analysis teams to improve main database functionality for connecting subcontractors to certified agencies

Computer Skill Set

- Familiar with all major PC office suites; Visio, SharePoint (Site Administrator), Adobe and Open Source options.
- Programming languages such as HTML, CSS, JavaScript, VB.NET in addition to MySQL databases, and SQL databases
- Update and maintain .Net based macro driven checklist and productivity tools, provide pivot tables and charts along with reports on demand and set schedule
- Cloud and Web services such as Google, WordPress, Dreamweaver, Drupal and various social media platforms.

Business Skill Sets

- Technical writing including instructions for sewing patterns, office procedures, published author, project requirements and proposals
- Data and statistical skills; combining reports to provide data to management on processes, numbers of providers of certain services and tracking of processes
- Work with Research and Analysis team to create reports to provide statistical data needed by senior management

Experience

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

- Senior Services Technician Feb 2014-Present
- Office Assistant II Nov 2011-Feb 2014
- Admin Clerk II May 2008-Nov 2011

Nine Star Education & Employment

- Career Development Mentor & Computer Instructor Apr 2006-Apr 2008

Education

Charter College - Alpha Beta Kappa

Bachelors of Science Degree

- Business Management and Technology: Concentration in Business Applications
- Business Management and Technology

Associate of Applied Science Degree

- Computer Science: Concentration in Business Applications
- Business Management Practice

Certificate

- Computerized Office Associate & Computerized Office Specialist

MS Office Master Certification

Continuing Education Subjects and Training (Complete and in progress)

Statistics, Research Methodology, Telecommunications, Business Law, Contract Management, Human Resources, Operations Management, , Marketing, Java, PHP, MYSQL, Game Development with Unity and C#, A+ Certification,