



Sue Darby

907-707-5654

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www.sue-a-darby.com

Anchorage Alaska Area or Remote Only

Notable Achievements

- 66% increase in workflow via macro design, programming, development and implementation
- 60% refinement in workflow from development of macro-based checklist tool, trained staff to maintain tool
- 74% time gain for team from programming of tool to track certification process
- 85% increase in data collection, clean up & notification efficiency
- Appointed SharePoint Administrator for 2 sites to develop tools, including technical documentation
- Present technical topics to non-technical and technical users in easy to understand language
- Install, setup, manage content creation and maintain look, security and functionality of 10+ websites
- Successful project planning, management of 2 technical books & 100 patterns, articles in 4 magazines
- Organize, develop and teach basic sewing classes, online pattern drafting courses, computer courses
- 50% improved time management; reduce management's information systems data entry
- Create 10+ document templates used for generating reports following company style guide
- 50% increase in streamlining administrative processes

Skills

- [Technical Writing](#)
- Project Management
- Digital, Verbal & Written Communication
- Problem Solving
- [HTML, CSS, JavaScript](#), PHP, XML, JSON
- Visual Studio Code
- [Visio, Star UML](#), Universal Modeling Language
- Microsoft Office, Adobe Acrobat

[Visual Basic.NET](#), [WordPress](#), [SharePoint](#), [Adobe Pro](#), [PHP](#), [Self-motivated](#), [Google Drive Office Suite](#), WAMP, Perl, BASIC A, MYSQL, PHPMyAdmin, Databases, Access, Project, OneNote, Drupal, Dreamweaver, Corel Draw, Inkscape, Gimp, Paint Shop Pro, Freemind, Windows, Linux; Android, Evernote, Toodledo, Gmail, Dropbox, Hootsuite, Facebook, Twitter, G+, GitHub, Pinterest, Slack, Document Management, Attention to Details, Mentor Team Members, WooCommerce, Trello, Customer Centric Service, Content Management & WordPress, Self-Motivated

Experience

Alaska Coalition for Telehealth & Telemedicine ~ Secretary 2017-Present

Alaska Office Specialists ~ Technical Writer 2008-Present

State of Alaska ~ Senior Services Technician Anchorage, AK 2008-2017

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

Sue's Tiny Costumes ~ Technical Writer & Author www.suestinycostumes.com 1995-Present

Education & Training

Charter College – Alpha Beta Kappa, Dean's List

Bachelors of Science Degree in Business Management & Technology

Bachelors of Science Degree in Business Management Practice

Associate of Applied Science Degree in Computer Science

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