

Sue Darby

Webmaster

Palmer, AK
sue.a.darby@gmail.com

Authorized to work in the US for any employer

WORK EXPERIENCE

Director

Alaska Coalition for Telemedicine & Telehealth - 2017-10 - Present

Webmaster/Owner

Alaska Office Specialists - 2008-08 - Present

Present

Senior Services Technician

State of Alaska - 2008-05 - 2017-12

Computer Instructor & Career Development

Nine Star Education & Employment Services - 2006-04 - 2008-04

EDUCATION

B.S. degree in Business Applications

Charter College
2014 - Present

SKILLS

Android, archiving, channel management, Citrix, CMS

LINKS

<http://www.linkedin.com/in/suedarby>

<http://www.sue-a-darby.com>

ADDITIONAL INFORMATION

Computer Skills Achievements

Markup/Programming Languages: HTML, CSS Website design, development, security & maintenance for 20+ websites

CSS, JavaScript, Perl, Visual Basic.NET,

• Social media channel management for each site including

BASIC A Facebook pages and groups, Twitter updates, LinkedIn

Databases: MYSQL, PHPMyAdmin, CPanel pages, G+ pages, Pinterest

• Analysis of analytics for all sites to increase conversion,

Enterprise MMIS, DS3, Citrix, Access, likes and reach using a variety of tools

COGNOS • 66% improvement of workflow processes via macro

Office Suites: Master Certified Microsoft programming & process design

• 85% increase in data collection, clean up and notification

Office, Project, SharePoint, OneNote, Adobe efficiency

Pro • Technical writing for a variety of purposes and audiences

CMS: WordPress, Drupal, Dreamweaver • Design and develop official application forms for Medicaid Waiver Programs

Operating Systems: Windows, Linux;

• SharePoint Administrator; develop tools, subject matter

Android expert archiving, manage user permissions

Other Skills: Technical Writing, Self- • 50% improved time management; reduced management's information systems data entry

motivated, Problem Solving, Data Analytics,

Universal Modeling Language (UML)