

# Sue Darby

907-746-5978 Home

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907-355-3750 Cell

[www.sue-a-darby.com](http://www.sue-a-darby.com)

## Computer Skills

**CMS:** WordPress, Drupal, Dreamweaver

**Programming Languages:** HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A

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

**Office Suites:** Master Certified MS Office 2003-2010, MS Project, MS SharePoint 2010, OneNote, Adobe Pro, KingSoft Office,

**Graphic Art Suites:** Corel Draw, Inkscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind

**Operating Systems:** Windows 7, Ubuntu; Android

**Cloud Based:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, TweetDeck, Hootsuite

**Social Media:** Facebook, Twitter, G+, GitHub, Pinterest

## 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

## 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

*Nine Star Education & Employment*

Career Development Mentor & Computer Instructor

Apr 2006-Apr

2008

## 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

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*Coffee Institute*

Entrepreneur/Webmaster

Oct

2008 -Present

## 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

Introduction to SharePoint with Lab State of Alaska

2011

Introduction to Supervisor Training State of Alaska

2011