Sue Darby

Contact

907-746-5978 Home
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sue@sue-a-darby.com

Portfolio

www.sue-a-darby.com
Twitter: @suedarby
Linkedin https://www.linkedin.com/in/suedarby

Self proclaimed computer geek seeks interesting challenges! I want to help your company do the things you do better than you did yesterday!

Education

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

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

Office Suites:
Master Certified MS Office 2003, MS Office 95-2010, MS Project, MS Visio, MS SharePoint 2007-2010, OneNote, Open Office, Adobe Pro

Databases:
MMIS, DS3, Citrix, Access, Enterprise, COGNOS

Graphic Art:
Corel Draw, Inscape, Gimp, Paint Shop Pro, Star UML, Dia, Freemind

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

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

CMS:
WordPress, Drupal, Joomla, Dreamweaver

Technical Achievements

- 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 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
- Website design, development, including hand coded and Wordpress based websites
- 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

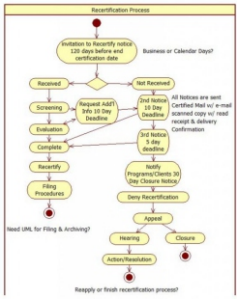
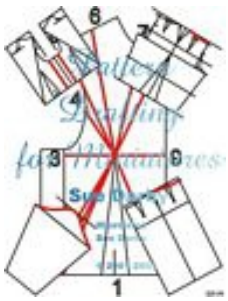
- Publish 2 books with copyrights, multiple articles, technical instructions with drawn diagrams
- Research and write resumes and Curriculum Vitae; assist clients in successfully attaining goals

Experience (Full-Time)

State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance
Senior Services Technician — May 2008-Present

Nine Star Education & Employment
Career Development Mentor & Computer Instructor — Apr 2006-Apr 2008

Experience (Part-Time)

Sue's Tiny Costumes — Entrepreneur — Oct 1995-Present

Alaska Office Specialists — Entrepreneur — Oct 2008 -Present