

# Sue Darby

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**Portfolio**  
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***Computer geek seeks interesting challenges!***  
***I want to help you work better than you did yesterday!***

## Computer Skills

### **Markup/Programming Languages:**

HTML, CSS, JavaScript, Perl, Visual Basic.NET, BASIC A

**Databases:** Harmony, Enterprise MMIS, DS3, Citrix, Access, COGNOS, MYSQL, PHPMYAdmin, CPanel

**Graphic Art Suites:** Corel Draw, Inkscape, Gimp, Paint Shop Pro, Visio, StarUML

**CMS:** WordPress, Drupal, Dreamweaver

**Operating Systems:** Windows, Linux; Android

### **Other Skills**

Self-motivated, Problem Solving, Technical Writing, Data Analytics, Universal Modeling Language (UML)

## Achievements

- **Instruct individuals** in basic computer skills & Microsoft Office applications
- **50% improved time management;** reduce management's information systems data entry
- **Collect and present** computer student statistics & career development data
- **66% improvement** of workflow processes via macro programming & process design
- **85% increase** in data collection, clean up & notification efficiency
- **Generate Reports** using ad hoc tracking system & report manager to solve problems or track data for the team
- **Design and Develop Official Application Forms** for Medicaid Waiver Programs
- **SharePoint Administrator** for Unit & Division sites; develop tracking tools, subject matter expert archiving
- **Provide detailed technical assistance** to members of the public, managerial and technical users
- **Website design, development,** hand coded and Wordpress websites
- **Create reports for a variety of purposes** using tables, formulas, charts and graphs

## Projects

**Settings compliance** Phase I: development of a single tool to capture data, consolidate it, and generate individualized remediation notices. Phase II: development of a macro to take approximately 1000 final notices to a mass email merge of PDF files. Phase III: take responses, add approvals or denials to original response and embed the final files in the original workbook. This includes documenting the process and training the team. The streamlined process is reducing workload on the team of 3 by 66%.

**Database Record Maintenance:** continual searches and requests for data merges and clean up ensuring record completion and accuracy especially during conversion process to new system. Additions, activations, updates, merges and deactivations of over 1000 records per year.

## Experience

Senior Services Technician ~ State of Alaska ~ 2008 – Present

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

Technical Writer/Webmaster/Author/Business Owner ~ Sue's Tiny Costumes ~ 1995 – Present

## Education

Charter College – Alpha Beta Kappa, Dean's List

B.S. Degree in Business Management & Technology: Concentration in Business Applications

B.S. Degree in Business Management & Technology

Associate of Applied Science Degree in Computer Science : Concentration in Business Applications

Associate of Applied Science Degree in Business Management Practice

Microsoft Office Master Certification