

# SUE DARBY

## CONTACT

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## BIO

*Sue Darby is a WordPress Manager & Site Developer who works with a variety of small businesses specializing in a variety of industries to setup and maintain your WordPress site.*

*Sue has installed WordPress, managed and ensured updates and security for multiple sites and currently has openings for more sites. Additionally she has developed multiple static sites as well in 20+ years of being online.*

## EDUCATION

### Charter College

Alpha Beta Kappa

Bachelors Business Management & Information

Technology

Bachelors Business Management Practice & Office Applications

### Certifications

Microsoft Word Microsoft Excel Microsoft Access

Microsoft PowerPoint

## SKILL SET

**Office Suites:** Master Certified MS MS Project, MS Visio, MS SharePoint, OneNote, Open Office, Adobe DC

**CMS:** WordPress, Drupal, Dreamweaver, Joomla

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

**Graphic Art Suites:** Corel Draw, Visio, Dia

**Operating Systems:** Windows, DOS, Ubuntu, Android

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

## SPECIALTIES

WordPress Installations/Plugin Configuration/Theme Setup/SEO Setup/Social Media Connections/Word Templates/Excel Charts/ VB.Net/HTML/CSS/Javascript/Clothing Pattern Drafting/Task Management/Diagrams/Technical Writing

## EXPERIENCE

### WEBMASTER

Webmaster for Sue's Tiny Costumes, Alaska Office Specialists, Sue Darby's Portfolio and iA3.io

- Install, setup and configure WordPress, themes and plugins

### AUTHOR

Self-Published and Published Author of 2 books, magazine articles and sewing patterns.

- Two books on Pattern Drafting, published patterns and technical writing

### SENIOR SERVICES TECHNICIAN

Technical specialist supporting 10 professionals. Fixing everything from multi function copiers to MS Office as well as design and implementation of tech based solutions for tracking data.

### COMPUTER INSTRUCTOR

- Organized training sessions; materials gathering, staff/location coordination, equipment setup
- Developed class curriculum
- Taught computer classes to adults

## PROJECTS

- Application Tracking System with SharePoint
- Habilitation Homes Project
- Archives
- Self Published Author

## ADDITIONAL EDUCATION

- Git Started with GitHub
- The Basics of APIs
- Prepare For The CompTIA A+ 220-801 Exam
- Want to be a Data Scientist?
- Introductory JavaScript Made Easy Training
- Learn HTML5 Programming From Scratch
- Angular 2 Fundamentals with TypeScript
- Basics of Scrum, Agile and Project Delivery
- Become a Certified Web Developer
- Introduction to Google Tools
- How to Write The Ultimate 1 Page Marketing Plan
- Social Media Marketing for Total Beginners