Sue Darby

Home 907-746-5978   Mobile 907-707-5654
Portfolio www.sue-a-darby.com   Email sue@sue-a-darby.com

AdobePro
Archiving Basics
Budgets
Business Owner
Corel Draw Suite
CSS
COGNOS
Data Tracking
Database Improvements
Document Design
Document Formatting
GANTT Charts
GIMP
Goals
HIPAA
HTML
Inkscape
JavaScript
Linux (Ubuntu & SUSE)
Marketing
MS Visio
Office 2010
OneNote
Perl
Product Design & Development
Open Office
Project Management
Report Processes
SharePoint
Supervisor Training
Task Management
Technical Writing
Timelines
UML
Visio
VisualBasic.NET
Web Master
WordPress

Achievements

- Work closely with SharePoint team as co-administrator to ensure Archiving site calculates correct retention as per record retention schedule, provide data input, oversee volunteer and staff to complete over 160 boxes sent to storage
- Develop unit SharePoint to track internal errors, processes and applications for Medicaid providers; providing reports to management for team development and training
- Work with IT and Research and Analysis teams to improve main database functionality for connecting subcontractors to certified agencies and database merges and general provider record clean up

Computer Skill Set

- Familiar with all major PC office suites; Visio, SharePoint (Site Administrator), AdobePro and Open Source options.
- Programming languages such as HTML, CSS, JavaScript, VB.NET, understanding of MySQL databases and SQL databases
- Update and maintain .Net based macro driven checklist and productivity tools, provide pivot tables and charts along with reports on demand and set schedule
- Cloud and Web services such as Google, WordPress, Dreamweaver, Drupal and various social media platforms.

Business Skill Sets

- Technical writing including office procedures, project requirements and proposals, instructions for sewing patterns, published author
- Data and statistical skills; combining reports to provide data to management on processes, numbers of providers of certain services and tracking of processes
- Work with Research and Analysis team to create reports to provide statistical data needed by senior management
- Developed numerous tutorial and procedures, trained multiple staff
- Worked as part of teams and workgroups for developing regulations and requirements for internal data management systems

Experience

State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance/Quality Assurance

- Senior Services Technician   Feb 2014-Present
- Office Assistant II   Nov 2011-Feb 2014
- Admin Clerk II   May 2008-Nov 2011

Nine Star Education & Employment

- Career Development Mentor & Computer Instructor   Apr 2006-Apr 2008

Education

Charter College - Alpha Beta Kappa

Bachelors of Science Degree
- Business Management and Technology: Concentration in Business Applications
- Business Management and Technology

Associate of Applied Science Degree
- Computer Science: Concentration in Business Applications
- Business Management Practice

Certificate
- Computerized Office Associate & Computerized Office Specialist

MS Office Master Certification

Continuing Education Subjects and Training (Complete and in progress)
Statistics, Research Methodology, Telecommunications, Business Law, Contract Management, Human Resources, Operations Management, , Marketing, Java, PHP, MYSQL, Game Development with Unity and C#, A+ Certification,

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