



Sue Darby
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Master Certified MS Office
 2003

MS Office 95-2010

MS Project

MS Visio

MS SharePoint 2007-2010

OneNote

AdobePro X and XI

Windows 3.1-7

Technical Writing

Product Design and
 Development

Project Management

Task Management

UML

Document Design and
 Formatting

Web Master

Marketing

HTML

CSS

JavaScript

Perl

VisualBasic

WordPress and CMS systems

Corel Draw Suite

Database Improvements

Data Tracking

Report Processes

Goals

Budgets

GANTT Charts

Business Owner

Published Author

Notable Achievements and Skills

- Effectively explain ideas and information to both technical and non-technical users
- Develop curriculum and update training material, teach classes in basic computers; MS Office Certification adapting to various learning styles
- Design improved filing and labeling system, archive process development, electronic file system, document naming structure, letter template editing and standardization with training materials and procedure development
- Design charts and graphs for Unit, Department, State and Federal reports; Universal Modeling Language (UML) diagrams, translate into written processes; gather information, develop content including graphics, proofread and edit technical documents
- Serve as lead in selecting, training and oversight of Division of Vocational Rehabilitation (DVR), Mature Alaskans Seeking Skills Training (MAAST) volunteers, and administrative support
- Website design, development, and marketing including hand coded and Word Press based websites
- Redesign Provider Certification Application and convert to fill in PDF for public use
- Design, implementation, completion, and maintenance of the "Habilitation Homes Project" to connect licensed homes with recipients and certified agencies; original "Critical Incident Report Tracking" system and statistics generation
- Serve as subject matter expert on records retention procedures, archiving/off-site storage processes and advises professional staff
- Published author of "Pattern Drafting for Miniatures" and "Pattern Making for Dolls" (Library of Congress); in "International Doll Magazine", "Doll Castle News", "Dolls, Bears and Anywears", and "Dolls In Miniature"
- Develop over 100 doll patterns including testing, photography, technical writing and final production of hard copy and electronic products, teach classes in pattern making online

Experience

State of Alaska, Division of Senior and Disabilities Services Provider Certification and Compliance, Office Assistant II, Senior Services Technician Quality Assurance, Administrative Clerk II, Office Assistant I	Anchorage, AK May 2008-Present
Nine Star Education and Employment Services Career Development Center Mentor and Computer Instructor	Anchorage, AK April 2006-April 2008
Sue's Tiny Costumes Business Owner and Webmaster	Sept 1996-Present www.suestinycostumes.com

Education and Training

Charter College – Alpha Beta Kappa, Dean's List B.S. Degree in Business Management and Technology: Concentration in Business Applications; B.S. Degree in Business Management and Technology; Associate of Applied Science Degree in Computer Science : Concentration in Business Applications; Associate of Applied Science Degree in Business Management Practice; Certificate in Computerized Office Associate; Certificate in Computerized Office Specialist	2009
Microsoft Office 2003 Master Certification Word, Excel, Access, PowerPoint	2009
Introduction to Sharepoint	2011
Sharepoint for Site Owners and Power Users	2013
COGNOS Database Training	2014