

# Sue Darby

## Data Analyst & Technical Writer

### Anchorage, Alaska

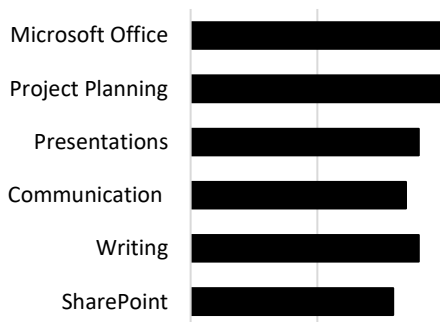
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### Skills



### Applications

Microsoft Office, Adobe Acrobat, Content Management, SharePoint, Adobe Pro, Google Drive Office Suite, Databases, Project, OneNote, Visio, Windows, Linux, Android, WordPress, PHP, Dropbox, Drupal, Corel Draw Suite, Hootsuite, Facebook, Twitter, G+, GitHub, Pinterest, Slack, PHPMyAdmin, Visual Studio Code, Visual Basic.NET

### Tech

Document Management, Universal Modeling Language, Databases, Windows, Linux; Android, Content Management, FTP, JSON, XML, JavaScript, APIs, Advanced HTML, CSS, Angular, DITA, Unity/C#, WAMP, Perl, BASIC A, MYSQL

### Soft

Customer Centric Service, Self-motivated, Attention to Details, Mentor Team Members, Time Management, Organization Skills, Data Science, Marketing

## Projects

**Website Management:** WordPress installation, theme & plugin setup, maintenance and management of sites centered around topics. Additional sites have included small hand coded sites, Drupal and Joomla based sites. **A total of 16+ websites** both personal and professional.

**Settings compliance** ~ Development of a single tool to capture data, aggregate, and generate individualized notices. Development of a macro to take 1000+ final notices to a mass email merge of PDF files using Adobe, Excel and Outlook. This includes documenting the process and training the team. **Time savings for team of 66%.**

**Application Tracking System** ~ Created an interim data tracking system using SharePoint to measure the time frames for processing applications. I trained co-workers in use of various views and troubleshoot system as necessary as site admin. **Team efficacy improvement 74%.**

**Habilitation Homes Project** ~ A specific type of provider was not found in the main database, DS3. This project modified the database, collected the missing information, entered it and connected it correctly and developed several reports to track the missing data and ensure the integrity of the data. **Added over 450 new contracted providers to system increasing tracking of vulnerable adult and child safety.**

## Experience

### 2008-2018 Alaska Office Specialists

Websites, Data Analysis & Technical Writing Transition Projects

### 2008-2017 State of Alaska

Senior Services Data Analyst Technician

### 2006-2008 Nine Star Education & Employment

Computer Instructor & Career Development Specialist

## Volunteer

### 2017-2018 Alaska Coalition for Telehealth & Telemedicine

Secretary

## Education

### Present Continuing Education

#### Online Courses

JSON, XML, JavaScript, Data Science, Marketing, APIs, Advanced HTML, CSS, Angular, DITA, SharePoint, Unity/C#, Google Analytics

### 2006-2009 Charter College

Alpha Beta Kappa, Dean's List, 3.85 GPA

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

B.S. Degree in Business Management & Technology

A.S. Degree in Computer Science: Concentration in Business Applications

A.S. Degree in Business Management Practice

Microsoft Office Master Certification