

Sue Darby

Actively looking for Webmaster, WebSite Manager or Community Manager/Social Media role.

sue.a.darby@gmail.com

Summary

Actively looking for Webmaster, WebSite Manager or Community Manager/Social Media role. I offer skills in Wordpress, HTML & CSS, Administrative skills, and multiple examples of my work on my profile. Connect with me today!

Full-time, Part-time, contract. Local (Anchorage, AK area), remote/telecommute or possibly with a relocation package option.

Experience

Wordpress Developer/Site Manager/SEO at Alaska Office Specialists

August 2008 - Present

Alaska Office Specialists is a website management service for businesses.

Services offered:

- WordPress management, installation, updates and security
- HTML editing and scratch coding including using Bootstrap Framework or other systems
- Social Media management
- Manage content on cloud based services
- SEO

Additionally, Sue designs and develops a variety of tools and templates for website management, task management and tracking of various processes.

What can I help you with today?

Webmaster

October 2009 - Present

Coffee themed website, using affiliate items and news articles.

Webmaster

May 2008 - Present

Amazon affiliate based website focused on books, music and a variety of other items. The theme of the site is geeky, nerdy items from popular movies and books or some that are not as popular!

Web Master, Project Manager, Designer, Owner at Sue's Tiny Costumes

September 1995 - Present

No solicitations please!

Sue's Tiny Costumes makes patterns in the micro scale designing, planning and creating her own products from concept to completion.

- Project management and project planning of technical books and patterns
- Marketing of new and current patterns via website development, blog content and social media outlets
- Published author of 2 books and over 100 sewing patterns
- Photography of finished items for patterns and website
- Website design, development and management including new content and security

Senior Services Technician

May 2008 - November 2017 (9 years 7 months)

Sue Darby performs a variety of support and technical functions in the administration of the Provider Certification & Compliance Unit for the Medicaid Home and Community Based Waiver and Personal Care Assistance program.

- 66% improvement of workflow processes
- 85% increase in data collection & notification efficiency
- 50%; improved time management; reduce management's information systems data entry
- Process 1500+ incoming applications, distribute to reviewers and issue reminder letters to providers who are untimely
- Process over 5,000 files for archives or off site storage equaling over 160 cubic feet of paper
- Master user for MS Office 2003-2013 including testing of newer computer builds for IT as super user
- Participates in planning and developing system work orders to improve systems support for the unit.
- Maintain calendar and email management for team tracking during travel
- Unit SharePoint Administrator and Manager building tools to track processes that internal DS3 database does not currently
- SME called on to define unit needs for reporting in new database system during development stages
- Promotion in 2014
- Duties of Office Assistant II are part of this position

Webmistress

October 2015 - December 2016 (1 year 3 months)

Recruited to work on iA3's website during the start up phase for website management and content development

Key Contributions

- Setup and configuration of theme, home page, privacy policy and additional content
- Facebook and Twitter account management
- Gaining technical knowledge and expertise regarding the hardware and software of the iA3 EdgeBrain a micro PC controlling industrial level water systems

Office Assistant II at State of Alaska

May 2008 - February 2014 (5 years 10 months)

Transitioned to the Senior Services Technician in 2014 as the work as an Office Assistant II became more complex than the position allows.

Administrative support for 10-15 professionals providing tasks such as mail outs, mail merges, email management and filing support. Also provided team leadership to Department of Vocational Rehabilitation and Mature Alaskans Seeking Skills Training participants teaching a variety of clerical and computer skills and offering assistance as necessary. Progressed from a level I to a level II Office Assistant within about a year of starting with the State of Alaska. Quickly became a sought out subject matter expert in Excel, archiving, SharePoint and certification application processing.

Key Contributions

- Responds to and takes appropriate action when within prescribed parameters, redirects to the correct professional staff when beyond knowledge base or those parameters, routes various emails to specific professional staff for decisions and action.
- Monitors Provider Certification email inbox which is the publicly posted email and web portal for all providers and applicants.
- Serves as subject matter expert on records retention procedures and archiving/off-site storage processes and advises professional staff on these procedures.
- Database management, maintains systems to ensure data integrity.
- Serves as lead in selecting, training and oversight of DVR, MAAST and administrative support
- Provides support and maintenance of the unit's copiers, fax machines and other machinery in the office.
- Prepares materials for dissemination to providers, including recertification notifications
- Keeps Provider Certification records and files organized and complete.
- Provides records copies for various records requests for criminal cases, public requests, etc. Ensure complete records are provided.
- Provides detailed information on program regulations; advises the public on program applicability and requirements

Career Development Mentor & Computer Instructor at Nine Star Education & Employment Services

April 2006 - April 2008 (2 years 1 month)

Sue Darby, was an AmeriCorps Member, in the Career Development Center of Nine Star Education and Employment Services. Sue brought to the Career Development Center a variety of skills gained as an owner of a small business, including a high level of personalized customer service, and the ability to teach life skills, as well as computer skills, to a diverse group of customers.

Administrative

- Cut Management Information Systems input time by 50%
- Create templates used for generating reports
- Input clients into File Maker Pro via Citrix
- Brainstorm ways to streamline the administrative processes
- Answer phones & questions from the public

Computer Instruction

- Develop class curriculum
- Teach computer classes
- Aid students in preparation for the MOS exams
- Answer student questions about various software

Career Development Mentor

- Teaches goal setting workshops
- Confers with clients to determine what program will be most helpful
- Assesses clients for barriers and brainstorm ways to overcome them
- Drafts and edits resumes, cover letters and other business correspondence
- Directs clients to appropriate resources and assists clients in their use of outside assistance
- Assists clients in registration for and use of the ALEXSYS system for the Department of Labor
- Conducts job-matching to find good fit between clients and hiring companies

Education

Charter College

Bachelors/Associates, Business Management Practice & Office Applications, 2006 - 2009

Activities and Societies: Dean's List, Alpha Beta Kappa, Alpha Gamma Sigma

OSTraining & UdeMy

Technology, Tech, Personal & Professional Development, 2016

Free Code Camp

Full Stack Web Development Certification, Computer Software Engineering, 2016 - 2017

Solano Community College

Certificate, Fashion Design, 1995 - 1997

Activities and Societies: n/a

GNC Web Creations Online Search Engine Optimization Class

none, SEO, 2002 - 2020

Activities and Societies: Actively participate in online forum and group discussions on business and building websites.

Fairfield High

Diploma, 1992 - 1994

Activities and Societies: Scarlet Brigade Marching Band Future Farmers of America

Honors and Awards

Alpha Beta Kappa Honors Society, Charter College, Anchorage, AK, Dean's List, Charter College, Anchorage, AK, Microsoft Office 2003 Master, Nine Star Education & Employment Services, Anchorage, AK

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[Contact Sue on LinkedIn](#)