

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

Personal Data

Name: Sue Darby
(First) (Middle Initial) (Last)
Other name(s) under which transcripts, certificates, and former applications may be listed:
Other: Sue Rash
(First) (Middle Initial) (Last)
Email Address: sue@sue-a-darby.com

Postal Address

Permanent Address

Number & Street: 900 Josh Dr
Apt. Number:
City: Palmer
State/Province: AK
Zip/Postal Code: 99645
Country: United States of America
Daytime Phone: (907) 707-5654
Home/Cell Phone: (907) 746-5978

Employment Desired

Open Vacancy Desired:	Date Last Submitted	Experience in Similar Positions
JobID: 3193 Classified Positions: 1.0 FTE IT Support Specialist at Information Technology Department	Not Submitted	1 year
JobID: 3194 Classified Positions: 1.0 FTE IT Support Specialist at Information Technology Department	Not Submitted	1 year

Position Desired:	Experience in Similar Positions
Classified Positions 1. IT Network Specialist 2. IT Support Specialist 3. IT Technical Writer	- 1 year 5 years

Education

Please tell us about your educational background beginning with the most recent.

High School Attended: Fairfield High, Fairfield, CA
Graduation Status: H.S. Diploma

Colleges, Universities and Technical Schools Attended:

Education Continued

Name and location	Dates Attended: From - To	Major area of study and number of semester hours	Minor area of study and number of semester hours	Advanced Degree	Date Conferred or Expected	Graduated
AK - Charter College	04/2006 05/2009	Business Management & Tecnology Hrs: 193	Business Management Practice Hrs: 205	N/A	06/2009	
Solano Community College	08/1995 05/1997	Fashion Design Certificate Hrs:	Hrs:		05/1997	

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

Education Continued

Overall GPA	Undergraduate	Graduate
	3.78/	/
Major GPA	3.78/	/
Highest Degree Attained	Number of graduate hours beyond your highest degree:	Grad Program Of Study
BA/BS/etc.	0	None

List honors, awards or distinctions you have earned:

Alpha Beta Kappa Honors Society
Microsoft Office Master Certification

Experience

Please list ALL relevant work experience beginning with the most recent.

Current or Most Recent Position		Employer Contact Information		Supervisor/Reference Contact Information	
State of Alaska, Division of Senior & Disabilities Senior Services Technician/Office Asst. II/Admin Clerk II		550 W 8th Ave Anchorage, AK 99501 907-269-3666		Jamie Kaiser 907-269-5026 jamie.kaiser@alaska.gov	
Date From - Date To:	05/2008 - 04/2015	Full or Part Time:	Full	Last Annual Salary:	\$30,000/yr
Reason for Leaving:	seeking career advancement				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	<p>*Level one PC troubleshooting, printer maintenance, backup tapes and file management</p> <p>*Familiar with all major PC Based office suites including additional items such as Visio, SharePoint (Administrator), Adobe and Open Source options. Certified in MS Office.</p> <p>*Work closely with SharePoint development team to ensure Archiving site calculates correct retention as per regulations, provide data input and oversee volunteer and staff to complete over 160 boxes sent to storage</p> <p>*Develop unit SharePoint to track internal errors, providing report to management for team development and training</p> <p>*Work with IT and Research and Analysis teams to improve main database functionality for connecting subcontractors to certified agencies</p>				

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

Experience Continued

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Nine Star Education & Employment Computer Instructor/Career Development Mentor		125 West 5th Ave Anchorage, AK 99501 (907) 279-7827		Kaleem Nuriddin 907-375-3731 kaleemn@ninestar.com	
Date From - Date To:	04/2006 - 04/2008	Full or Part Time:	Full	Last Annual Salary:	\$950/mo
Reason for Leaving:	End of Contract				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	<ul style="list-style-type: none"> *Maintaining small PC labs *Teaching beginner and intermediate computer classes *Tutoring individuals seeking Microsoft Office Certifications *Interview individuals from all economic statuses and develop resume, CV and cover letters *Track number of clients both for computer classes and career development including attendance and job search successes 				

Previous Position Held		Employer Contact Information		Supervisor/Reference Contact Information	
Sue's Tiny Costumes Owner/Webmaster		900 Josh Dr Palmer, AK 99645 9077465978		Sue Darby 9077465978 sue@suestinycostumes.com	
Date From - Date To:	10/1995 - 04/2015	Full or Part Time:	Part	Last Annual Salary:	
Reason for Leaving:	Hobby based business on hiatus				
May we contact this employer?	Yes				
Responsibilities/Accomplishments at this Position	<ul style="list-style-type: none"> *Published author of two books on pattern making for dolls and miniatures *100 published patterns for dolls and miniatures from concept to completion *1st place Alaska State Fair for Little Bo Peep and her Sheep 2005 *www.suestinycostumes.com 				

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

Professional References

	Reference 1 of 3	Reference 2 of 3
Name:	Stacey Buzby	Carol Downey
School/Org:	Matanuska Susitna Borough School District	State of Alaska, Division of Senior and Disabilities Services
Current Position:	System Administrator	Medical Assist Admin III
Home Phone:	907-746-1867	
Cell Phone:	907-232-2657	907-440-8054
Work Phone:	907-761-4008	907-375-8265
Mailing Address:	P.O. box 2798 Palmer 99645	550 W 8th Ave Anchorage, AK 99501
Email:	STACEY.BUZYBY@MATSUK12.US stbuzby@gmail.com	carol.downey@alaska.gov cdowneyhome@aol.com
Relationship to Candidate:	Personal Reference	Former Supervisor/Current Co-worker/Professional Reference
Years Known:	13 yrs	7
	Reference 3 of 3	
Name:	Kaleem Nuriddin	
School/Org:	Nine Star Education & Employment Services	
Current Position:	Work Services Assistant Director	
Home Phone:		
Cell Phone:	907-727-9371	
Work Phone:	907-375-3731	
Mailing Address:	125 W 5th Ave Anchorage, AK 99501	
Email:	Kaleemn@ninestar.com	
Relationship to Candidate:	Former Supervisor/Professional Reference	
Years Known:	8	

Additional Information

List any additional information which will help in determining your professional qualifications for a position.

Associate of Applied Science Degree
Computer Science: Concentration in Business Applications
Business Management Practice
In addition to the Bachelor degrees

Disclosures (Non-Certified)

* Have you ever failed to be rehired, been asked to resign a position, resigned to avoid termination, or been terminated from employment?

No

If yes, please explain:

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

Disclosures (Non-Certified) continued

Are you a relative of any board member, administrator, or supervisor who is currently serving the School District?

No

Name:

Position:

Relationship:

* Can you perform all the essential job function(s) of the position(s) for which you are applying, with or without reasonable accomodation?

Yes

List any accomodations:

Ergonomic keyboard, mouse, chair & desk.

Legal Information

Please note: Applicants are not obligated to disclose sealed or expunged records of conviction or arrest.

* Are you eligible to work in the United States?

Yes

* Have you ever been convicted of, or received a suspended imposition of sentence for a misdemeanor?

No

If yes, describe in full and list the date(s), city and state in which convicted.

Please Note: A conviction will not necessarily bar you from employment. Facts, such as date of occurrence and rehabilitation will be considered. This information will be used only for job-related purposes and only to the extent permitted by applicable law.

* Have you ever been convicted of, or received a suspended imposition of sentence for a felony?

No

If yes, describe in full and list the date(s), city and state in which convicted.

* Have you ever been involuntarily released, non-retained, or asked to resign from a position for any reason?

No

If yes, describe in full.

* Have you ever had any license or certification of any kind (teaching certificate or otherwise) revoked or suspended, or have you in any way been sanctioned by, or is any charge or complaint now pending against you by any licensing, certification or other regulatory agency or body, public or private?

No

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

Legal Information continued

If yes, describe in full.

Equal Opportunity Employer

The Matanuska-Susitna Borough School District is an Equal Opportunity Employer and complies with Title IX of the Education Amendment Act of 1972, with the Americans with Disabilities Act, and with all other state and federal employment laws. The Matanuska-Susitna Borough School District does not discriminate against any person on the basis of race, religion, color, national origin, age, disability, gender, marital status, changes in marital status, pregnancy or parenthood. Should you need any assistance for any reason during any stage of the employment process, please discuss your needs with a member of the Human Resource Department. Every effort will be made to reasonably accommodate you in this process.

Applicant's Acknowledgment and Agreement

By checking the box below, I hereby certify that all information made on or in connection with this application is true and complete to the best of my knowledge and belief and that I have not knowingly withheld any fact or circumstance. I understand that any misrepresentation or concealment of material fact or if any false information is furnished it will be sufficient grounds for rejection of my application or my removal from employment.

I authorize the investigation of all statements contained herein and understand that any documents relevant to this information may be reviewed by the agents of the Mat-Su Borough School District. An inquiry may be made to include confirmation and information as to my character, general reputation, personal characteristics, previous employers, educational background, current and previous residence location for the past five years, military service and conviction records.

I have never been involuntarily released from any position, nor have I been asked to resign for any reason. I have not committed any criminal act of child abuse or molestation or any sexual abuse of a minor; any act involving the illegal use or abuse of a controlled substance; any criminal act involving the use or abuse of alcohol; or any other crime of immorality (which means any act involving a crime of moral turpitude under the Laws of the State of Alaska).

If I have been involved in any of the situations listed above, I have attached to this application a description of the events and an explanation why I believe such situation should not adversely affect my application for employment.

I authorize my present and previous employers and listed references to release to the Mat-Su Borough School District any information they may have regarding my character, background, or my employment record. I release these individuals and their agents from any damage or claim for furnishing said information. I am aware that Alaska Statute 12.62.035 provides that an employer may obtain from the Alaska Commission on Criminal Justice a record of all convictions, and that a favorable record check will be a condition of any offer of employment made by the MSBSD. I understand that employment with the MSBSD requires the approval of the Human Resource Director. Employment offers are made only by the District's Human Resource Department and must be ratified by the School Board.

Matanuska-Susitna Borough School District Online Application

Darby, Sue

Date Started: 4/18/2015

I, Sue Darby, agree to all of the terms above.

☒ I agree