

Sue Darby

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Anchorage, Alaska area or Remote only please.

Sue is a specialist at bridging the gap between business managers and IT professionals, helping both groups to understand and explain requirements for both users and developers. She excels at identifying execution steps, building processes and diagrams with detailed instructions for use. She is seeking a position as a Technical Writer or a business communications position where she can use her skills with multiple types of software and precise written and oral communications for the benefit of the company.

Achievements

- 66% improvement of workflow processes
- 85% increase in data collection & notification efficiency
- 50%; improved time management; reduce management's information systems data entry
- Quality control and maintain 1500 records
- Create reports for a variety of purposes
- Teach online and in person classes for pattern drafting and beginning to intermediate computer skills
- Provide detailed technical assistance to members of the public, managerial and technical users
- Website design, development, & marketing of professional and personal websites

Skills

Self-motivated, strong work ethic, Project Management, Proactive time management, Problem Solving, Microsoft Word, Microsoft Access, Microsoft Excel, Microsoft Outlook, Microsoft PowerPoint, Microsoft SharePoint, Microsoft Visio, Adobe DS & Pro, Tracking systems development & management, Marketing, Technical Writing, Data Analytics, HTML, CSS, JavaScript, VisualBasic.NET/Basic A, MYSQL/SQL, WordPress, Universal Modeling Language (UML), Google Drive, Gmail, Evernote, Open Office, Corel Draw Suite, Linux

Published Works

- Library of Congress: Pattern Drafting for Miniatures & Pattern Making for Dolls
- Magazines: International Doll Magazine, Doll Castle News, Dolls, Bears & Anywears, Dolls In Miniature
- Published: 100 sewing patterns

Experience

Senior Services Technician/Office Assistant I & II/Admin Clerk II ~ State of Alaska ~ 2008 – Present

Computer Instructor & Career Development ~ Nine Star Education & Employment ~ 2006 - 2008

Technical Writer/Webmaster/Author/Business Owner ~ Sue's Tiny Costumes ~ 1995 – Present

Education

Charter College – Alpha Beta Kappa, Dean's List

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

B.S. Degree in Business Management & 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

Microsoft Office Master Certification

Word, Excel, Access, PowerPoint