

Palmer, Alaska

Sue Darby

Technical Writer

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Soft Skills

- Excellent written and verbal communication skills
- Information gathering
- Keen eye for detail
- Lean agile methodologies
- Time management
- Proven ability to handle multiple projects simultaneously with an eye for prioritization
- Project planning and management

Hard Skills

Software Development

- Software Development Life Cycle
- UAT Testing, Software testing and code debugging
- New software updates and image testing
- VSCode, API integration, SaaS, GitHub
- Postman, endpoint management
- MongoDB, NoSQL, MySQL, MySQL Workbench

Web Programming

- HTML, JavaScript, CSS
- Express, Axios, Handlebars, JSON, Node.js, PHP
- WAMP Server, WordPress, SEO
- Cross browser compatibility testing

Achievements

Published Author

- Pattern Making for Dolls ~ Registration Number TXu001082134
- Pattern Drafting for Miniatures ~ Registration Number TXu001082114
- International Doll Magazine, Pattern Consultant 6 published patterns
- Dolls In Miniature – article
- Doll Castle News – article

Projects

Sewing Project Manager

Project Manager, Software Developer, Technical Writer ~ July 2020 ~ Current Project

Settings Compliance & Compliance Tool

Provided project planning & management to develop a single tool to capture data, aggregate, and generate individualized notices, programming a custom macro.

Application Tracking System

Created an interim data tracking system using SharePoint to measure the time frames for processing applications.

Experience

Secretary of the Board, Technical Support

Alaska Collaborative for Telehealth and
Telemedicine ~ Remote, Alaska ~ Oct 2017 ~
Present ~ Volunteer

Technical Writer/Webmaster/Author

Sue's Tiny Costumes ~ California/Oregon/Alaska ~
Sept 1995 ~ Present ~ Remote

Technical Writer

Credit Union 1 ~ Remote, Alaska ~ Jan 2022~ Feb
2022 ~ Contract

Webmaster, Programmer & Technical Writer

Webmaster, Programmer & Technical Writer ~ iA3 ~
Remote, Alaska ~ Oct 2015 ~ Dec 2016 ~ Contractor

Data Analyst

Launch Consulting ~ Remote, Washington ~ Nov
2018 ~ Nov 2019

Senior Services Data Technician

State of Alaska ~ Anchorage, AK ~ May 2008 ~
Dec 2017

Education

WozU Software Development ~ Honor Roll ~ Nov 2021~Jun 2022

SnagIt 2021 Tech Smith <https://verify.skilljar.com/c/pf37fn9u2q27>

Microsoft Office Master Certification

Charter College ~ Alpha Beta Kappa, Dean's List

Bachelors of Science Business Management and Information Technology

Bachelors of Science Business Management

Associate of Science Computer Science: Concentration in Business Applications

Associate of Science Business Management Practice