

Palmer, Alaska

Sue Darbysue.a.darby@gmail.com<http://www.sue-a-darby.com><https://www.linkedin.com/in/suedarby>**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

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

Data Analyst

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

Technical Writer/Webmaster/Author

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

Webmaster, Programmer & Technical Writer

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

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