# Sue Darby

**Technical Writing** 

Microsoft Office 0365

Open Source & Other Software

Hardware and Software Testing

points and needed data points

report results to development team

Google Suite, Audacity, UML, Adobe DC

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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

# <u>Data Analyst</u>

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

#### Senior Services Data Technician

Software documentation, Business case writing requirements and metrics

Write technical documentation and procedural materials for multiple

Word, Visio, SharePoint, OneNote, Outlook, Power BI Reporting

Excel, charts, graphs, conditional formatting, reporting, filters, pivot

Video & teleconferencing, LifeSize Teleconference, Teams, Zoom

Translate requirements for database from simple SharePoint Application

Tracking System (see below) to robust database system providing end

UAT testing of new database system following written instructions to

find bugs, going off script to experiment and find unknown bugs and

Procedural documentation, manage document life cycle

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

#### Education

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

SnagIt 2021 Tech Smith <a href="https://verify.skilljar.com/c/pf37fn9u2q27">https://verify.skilljar.com/c/pf37fn9u2q27</a>

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