Sue Darby

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# Core Competencies

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

Software Development

Software Development Life Cycle | UAT Testing | Code debugging | XML |JSON | Image testing | VSCode | API integration | SaaS | GitHub | Postman | endpoint management | MongoDB | NoSQL | MySQL | MySQL Workbench | HTML | JavaScript | CSS | Express | Node.js | PHP | WAMP Server | WordPress | SEO | Cross browser testing

Technical Writing

Software documentation | Business case writing | Write technical documentation and procedural materials

Software

Microsoft Office O365 | Word | Visio | SharePoint | OneNote | Outlook | Power BI Reporting | Excel | Google Suite | Audacity | UML | Adobe DC | Teams | Zoom | Notepad++

# 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

## Entity Academy -WozU

Software Development ~ Honor Roll ~ Nov 2021~Jun 2022

## Charter College ~ Alpha Beta Kappa, Dean’s List

* Bachelors of Science Business Management and Information Technology
* Associate of Science Computer Science: Concentration in Business Applications