**Sue Darby**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Objective** | Part time position working with computers and people | | | | | | | | | | | | | | | |
| **Skills** |  | Windows 3.1-2000 | | | | |  | Office 95-2002 | | |  | Various Browsers | | | | |
|  |  | Organized | | | | |  | Self Starter | | |  | Efficient | | | | |
| **Experience** | 1999-Present | | | | | | ***Sue’s Tiny Costumes*** | | | | Wasilla, AK | | | | | |
| **Small Business Owner** | | | | | | | | | | | | | | | |
|  | Developer of over 100 miniature and small doll patterns | | | | | | | | | | | | | | |
|  | Webmaster of 300 page site | | | | | | | | | | | | | | |
|  | Author of 2 self-published books*, Pattern Drafting for Miniatures* & *Pattern Making for Dolls*/ teach classes | | | | | | | | | | | | | | |
| 2004 | | | | | | ***Sue’s Office Support*** | | | | Wasilla, AK | | | | | |
| **Small Business Owner** | | | | | | | | | | | | | | | |
|  | Offered graphic arts, document typing, database management, hardcopy marketing materials & static websites. | | | | | | | | | | | | | | |
|  | Closed | | | | | | | | | | | | | | |
| 1998-1999 | | | | | | ***Michael's Arts & Crafts*** | | | | Portland, OR | | | | | |
| **Events Coordinator/Stock/Cashier** | | | | | | | | | | | | | | | |
|  | | Balanced cash drawer daily/Stocked various craft supplies, display work. | | | | | | | | | | | | | |
|  | | scheduling and teaching classes and demos of various crafts | | | | | | | | | | | | | |
|  | | Handled multiple tasks smoothly -high quality customer service in person & on multi-line phones. | | | | | | | | | | | | | |
| **Volunteer** | 2003-Present | | | | | | ***International Doll Magazine*** | | | | | | | | Kasson, MN | |
| **Pattern Consultant** | | | | | |  | | | | | | | |  | |
|  | | | Develop patterns for inclusion in print magazine content via internet | | | | | | | | | | | | |
| 2004-2005 | | | | | | ***CCS Headstart*** | | | | | | | | Wasilla, AK | |
| **Classroom Aide** | | | | | | | | | | | | | | | |
|  | | Volunteer in classroom to work with children or by refilling supplies | | | | | | | | | | | | | |
| 2003-2004 | | | | | | ***Mini Doll List*** | | | | Wasilla, AK | | | | | |
| **Graphic Designer** | | | | | | | | | | | | | | | |
|  | | Created display cards for St. Louis Miniatures Museum display | | | | | | | | | | | | | |
| **Education** | Current | | | | | | ***Charter College*** | | | | Anchorage, AK | | | | | |
| **B.A., Business Management & Technology** | | | | | | | | | | | | | | | |
| 2005 | | | | ***University of Alaska Southeast*** | | | | | | | | | | | Juneau, AK |
| **Business Marketing** | | | | | | | | | | | | | | | |
|  | Transferred | | | | | | | | | | | | | | |
| 1995-1997 | | | | | ***Solano Community College*** | | | | | | | Fairfield, CA | | | |
| **Fashion Design Certificate** | | | | | | | | | | | | | | | |
|  | Member of Alpha Gamma Sigma Honors Society. | | | | | | | | | | | | | | |
| 2003-Present | | | | | ***Search Engine Optimization*** | | | | | | | | Online | | |
|  | | Website Development & Marketing Class | | | | | | | | | | | | | |
|  | | HTML, CSS, JavaScript, Content, Marketing for online businesses | | | | | | | | | | | | | |
| **Interests** | Sewing, dolls, pattern drafting, web site design & development, photography, graphic design & layout. Reading, research, crafts, cooking & parenting. Computers. | | | | | | | | | | | | | | | |
| **Awards** | * . | 1st place Alaska State Fair *2005 “Little Bo Peep & Her Sheep”* Doll Costume | | | | | | |  | Dean's List 1995-1997 | | | | | | |
|  | Alpha Gamma Sigma Honors Society 1997 | | | | | | |  | Honor Roll Student 1990-1997 Maintained a 3.25 GPA | | | | | | |
|  | Dollhouse Guild Award Winning Web site 2003 | | | | | | |  | 2nd Place Sewing Anaheim Doll Show Oct 1996 | | | | | | |