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| ***Sue Darby*** | |
| ***907-707-5654***  ***sue@sue-a-darby.com***  ***www.sue-a-darby.com***  [***linkedin.com/in/suedarby***](linkedin.com/in/suedarby)  ***Anchorage, Alaska area or Remote only please.*** | |
| ***Sue*** is a specialist at bridging the gap between business managers and IT professionals, working with both users and developers. She excels at identifying execution steps, building processes and diagrams. | |
| ***Skills*** | |
| * Self-motivated, strong work ethic * Project Management * Proactive time management * Problem Solving * Microsoft Word * Microsoft Access * Microsoft Excel * Microsoft Outlook * Microsoft PowerPoint * Microsoft SharePoint * Microsoft Visio * Adobe DS & Pro | * Tracking systems development & management * Marketing * Technical Writing * Data Analytics * HTML, CSS, JavaScript * VisualBasic.NET/Basic A * MYSQL/SQL * WordPress * Universal Modeling Language (UML) * Google Drive, Gmail, Evernote * Open Office * Corel Draw Suite |
| ***Achievements*** | |
| * 66% improvement of workflow processes * 85% increase in data collection & notification efficiency * 50%; improved time management; reduce management’s information systems data entry * Quality control 1500 files * Create reports for a variety of purposes * Teach online and in person classes for pattern drafting and beginning to intermediate computer skills * Provide detailed technical assistance to members of the public, managerial and technical users * Website design, development, & marketing of professional and personal websites | |
| ***Published Works*** | |
| * Library of Congress: Pattern Drafting for Miniatures & Pattern Making for Dolls * Magazines: International Doll Magazine, Doll Castle News, Dolls, Bears & Anywears, Dolls In Miniature * Published: 100 sewing patterns | |
| ***Experience*** | |
| *Senior Services Technician/Office Assistant I & II/Admin Clerk II ~* State of Alaska ~ 2008 – Present ***Computer Instructor & Career Development***~ Nine Star Education & Employment ~ 2006 - 2008 *Technical Writer/Webmaster/Author/Business Owner ~* Sue's Tiny Costumes ~ 1995 – Present | |
| ***Education*** | |
| ***Charter College – Alpha Beta Kappa, Dean’s List***   * B.S. Degree in Business Management & Technology: Concentration in Business Applications * B.S. Degree in Business Management & Technology * Associate of Applied Science Degree in Computer Science : Concentration in Business Applications * Associate of Applied Science Degree in Business Management Practice * Certificate in Computerized Office Associate * Certificate in Computerized Office Specialist   ***Microsoft Office Master Certification***   * Word, Excel, Access, PowerPoint | |