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|  | Sue Darby  907-355-3750 Cell  907-746-5978 Home  [www.sue-a-darby.com](http://www.sue-a-darby.com/) | 900 Josh Dr  Palmer, AK 99645  sue@sue-a-darby.com  [www.linkedin.com/in/suedarby](http://www.linkedin.com/in/suedarby) | | | |  |  |  |
| Master Certified MS Office   2003  MS Office 95-2010  MS Project  MS Visio  MS SharePoint 2007-2010  OneNote  AdobePro X and XI  Windows 3.1-7  Technical Writing  Product Design and  Development  Project Management  Task Management  UML  Document Design and  Formatting  Web Master  Marketing  HTML  CSS  JavaScript  Perl  VisualBasic  WordPress and CMS systems  Corel Draw Suite  Database Improvements  Data Tracking  Report Processes  Goals  Budgets  GANTT Charts  Business Owner  Published Author | Notable Achievements and Skills   * Effectively explain ideas and information to both technical and non-technical users * Develop and update training material, teach and tutor classes in basic computers; MS Office Certification * Design improved filing and labeling system, archive process development, electronic file system, document naming structure, letter template editing and standardization with training materials and procedure development * Design charts and graphs for Unit, Department, State and Federal reports; Universal Modeling Language (UML) diagrams, translate into written processes; gather information, develop content including graphics, proofread and edit technical documents * Serve as lead in selecting, training and oversight of Division of Vocational Rehabilitation (DVR), Mature Alaskans Seeking Skills Training (MAAST) volunteers, and administrative support * Website design, development, and marketing including hand coded and Word Press based websites * Redesign Provider Certification Application and convert to fill in PDF for public use * Design, implementation, completion, and maintenance of the “Habilitation Homes Project” to connect licensed homes with recipients and certified agencies; original “Critical Incident Report Tracking” system and statistics generation * Serve as subject matter expert on records retention procedures, archiving/off-site storage processes and advises professional staff * Published author of “Pattern Drafting for Miniatures” and “Pattern Making for Dolls” (Library of Congress); in “International Doll Magazine”, “Doll Castle News”, “Dolls, Bears and Anywears”,  and “Dolls In Miniature” * Develop over 100 doll patterns including testing, photography, technical writing and final production of hard copy and electronic products, teach classes in pattern making online | | | | |  |  |  |  |
|  | Experience | | | | |  |  |  |  |
|  | State of Alaska, Division of Senior and Disabilities Services  Provider Certification and Compliance, Office Assistant II, Senior Services Technician  Quality Assurance, Administrative Clerk II, Office Assistant I | | |  | Anchorage, AK  May 2008-Present |  |
|  | Nine Star Education and Employment Services  Career Development Center Mentor and Computer Instructor | |  | Anchorage, AK  April 2006-April 2008 | |  |  |
|  | Sue’s Tiny Costumes  Business Owner and Webmaster | |  | Sept 1996-Present  www.suestinycostumes.com | |  |  |
|  | Education and Training | | | | |  |  |  |  |
|  | Charter College – Alpha Beta Kappa, Dean’s List  B.S. Degree in Business Management and Technology: Concentration in Business Applications; B.S. Degree in Business Management and 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 | | | |  |  | 2009 |
|  | Microsoft Office 2003 Master Certification  Word, Excel, Access, PowerPoint | | | |  |  | 2009 |
|  | Introduction to Sharepoint | | | |  |  | 2011 |
|  | Sharepoint for Site Owners and Power Users | | | |  |  | 2013 |
|  | COGNOS Database Training | | | |  |  | 2014 |