|  |  |
| --- | --- |
| 907-746-5978 Evenings  907-334-2639 Day | sue@sue-a-darby.com  [www.sue-a-darby.com](http://www.sue-a-darby.com/) |

***Sue Darby***

**Employment History**

**May 2008 to Present**

***Office Assistant II***

State of Alaska, Division of Senior & Disabilities, Quality Assurance

* Team Lead of MASST & DVR Volunteers
* Support staff for Quality Assurance Unit of fifteen professionals
* Analyze systems to make work flow more productive
* Organizing training sessions which include; Materials gathering, staff/location coordination, equipment setup
* Screen Certification Packets, checking for completeness and updating databases as required
* Software & hardware user support; troubleshooting Office 2007, peripherals, setup for presentations
* Mail merge Excel lists to letters and labels creating both forms and spreadsheets as needed
* Develop training materials for various processes, present to co-workers and management
* Design charts and graphs for Department, State and Federal reports

**April 2006 to April 2008**

***Career Development Center Mentor/ Computer Instructor – AmeriCorps Member***

Nine Star Education & Employment Anchorage, Alaska

**Administrative**

* Cut Management Information Systems input time by 50%
* Brainstorm ways to streamline the administrative processes
* Create templates used for generating reports
* Input client data and statistics into database
* Develop Statistics report for use in grants
* Answer phones & questions from the public

**Computer Instruction**

* Develop class curriculum
* Teach computer classes
* Answer student questions about various software
* Aid students in preparation for the Microsoft Office Specialist exams

**Career Development Mentor**

* Teach goal setting workshops
* Confer with clients to determine what program will be most helpful
* Assess clients for barriers and brainstorm ways to overcome them
* Draft and edit resumes, cover letters and other business correspondence
* Conduct job-matching to find good fit between clients and hiring companies
* Direct clients to appropriate resources and assists clients in their use of outside assistance

**1996 to Present**

***Owner of Sue’s Tiny Costumes***

Internet Based

* Author of 2 published books, Pattern Drafting for Miniatures and Pattern Making for Dolls
* Articles published in International Doll Magazine, Doll Castle News and Dolls In Miniature
* Develop of over 100 miniature and small doll patterns
* Distance Education Teacher for pattern drafting classes
* Design, develop and maintain multiple websites and blogs related to dolls and miniatures

**Volunteer Work**

**2004** Chugiak Children’s Services Head Start **-Classroom Aide**

**2003**[www.integrity-designs.com](http://www.integrity-designs.com/) - **Web site Marketer**

**2003**[*www.minidolllist.com*](http://www.minidolllist.com/) - **Graphic Designer**

**Education**

|  |  |
| --- | --- |
| April 2006 to April 2009  **B.S. Business Management & Technology**  **B.S. Business Management Practice**  **A.S. Business Management Practice**  **Certificate Office Applications** | Charter College  Anchorage, AK |
| March 2007 to March 2009  **Microsoft Office Specialist/Expert Excel 2003**  **Microsoft Office Specialist/Expert Word 2003**  **Microsoft Office Specialist Power Point 2003**  **Microsoft Office Specialist Access 2003** | Nine Star Education & Employment Services  Anchorage, AK |
| May 2003 to present  **Website Development & Design**  GNC Web Creations | Online Self Study |

**Awards**

|  |  |
| --- | --- |
| **Alpha Beta Kappa Lifetime Member 2009**  Charter College | Anchorage, AK |
| **Dean’s List June 2006 to April 2009**  Charter College | Anchorage, AK |
| **May 1997 Alpha Gamma Sigma Honors Society**  Solano Community College | Suisun, CA |

**Professional Qualifications**

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| --- | --- |
| **Microsoft Word 2002** November 2006  **Microsoft Power Point 2002** November 2006 | **Microsoft Access 2002** November 2006  National Computer Science Academy, Dallas, TX |

**Professional Organizations & Seminar-Workshops**

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| --- | --- |
| **Association of Information Technology Professionals** | 2006-2009 |
| **Balancing Life & Work** John Parker | Anchorage, AK August 2007 |
| **Novel Install Fest** IT Expo | Anchorage, AK October 2006 |
| **AmeriCorps Conference National Association for Community Volunteerism** | Anchorage, AK April 2006 & 2007 |

**Web Site & Blog Development**

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| [www.suestinycostumes.com](http://www.suestinycostumes.com/)  [www.books-music-more.com](http://www.books-music-more.com/) |  | Owner |
| [www.alaskaos.com](http://www.alaskaos.com/)  [www.northern-gamers.com](http://www.northern-gamers.com/)  [www.coffee-institute.com](http://www.coffee-institute.com/) |  | (partner with George Davis) |
| [Portfolio Blog](http://blog.sue-a-darby.com/)  http://blog.sue-a-darby.com | [Sue’s Tiny Costumes Blog](http://weblog.suestinycostumes.com/)  http://weblog.suestinycostumes.com | [Sue’s Tiny Costumes Tutorials Blog](http://blog.suestinycostumes.com/)  http://blog.suestinycostumes.com |