[](http://www.beyond.com)  
Career Portfolio provided by [Beyond.com](http://www.beyond.com/)

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| --- | --- |
| Sue Darby, BS, MOS  Sue is a unique bridge between management and technical staf  Palmer, AK 99645 | **Job Function:** Information Technology  **Highest Education:** 4-Year College Degree |

Portfolio: <http://www.beyond.com/SueDarby-AK>

# Career Summary

I am a specialist at bridging the gap between business managers and IT professionals, among the rare group of people who can translate business needs to the IT staff and the mid to high levels of technical information to the business users.I can help you today!

# Work Experience

## Senior Services Technician

SDS  
May '08 - Present (8 Years, 9 Months)

## Office Assistant II

SDS  
Nov '11 - Feb '14 (2 Years, 3 Months)

## Admin Clerk II

SDS  
May '08 - Nov '11 (3 Years, 6 Months)

## Entrepreneur

Alaska Office Specialists  
Oct '08 - Nov '14 (6 Years, 1 Month)

Alaska Office Specialists Entrepreneur Oct 2008 -Present

## Webmaster

iA3.io, Anchorage, AK  
Oct '15 - Present (1 Year, 4 Months)

Recruited to work on iA3’s website during the start up phase and grow into not only website management and content development but programming dashboards with Angular 2 and contributing to the technical documentation of the iA3 EdgeBrain system

Key Contributions

* Setup and configuration of theme, home page, privacy policy and additional content
* Currently learning Angular 2 to support dashboard implementation for customer facing tools
* Gaining technical knowledge and expertise regarding the hardware and software of the iA3 EdgeBrain

## Nine Star Education & Employment Career Development Mentor & Computer Instructor

Apr '06 - Apr '08 (2 Years)

Nine Star Education & Employment Career Development Mentor & Computer Instructor Apr 2006-Apr 2008

## Entrepreneur

Music & More  
Oct '08 - Nov '14 (6 Years, 1 Month)

Books, Music & More Entrepreneur Oct 2008 -Present

## Entrepreneur

Coffee Institute  
Oct '08 - Nov '14 (6 Years, 1 Month)

Coffee Institute Entrepreneur Oct 2008 -Present

## Entrepreneur

Sue's Tiny Costumes, Online  
Oct '95 - Present (21 Years, 4 Months)

# Education

## Bachelor Degree (COMPLETED) | Business Management and Technology: Concentration in Business, Business Management and Technology

Charter College, Anchorage, AK  
Minor(s): Associate of Applied Science Degree - Computer Science: Concentration in Business Applications | GPA: 3.85 | GPA in Major: 3.85

Bachelors of Science Degree - Business Management and Technology: Concentration in Business Applications Bachelors of Science Degree - Business Management and Technology Associate of Applied Science Degree - Computer Science: Concentration in Business Applications Associate of Applied Science Degree - Business Management Practice Certificate - Computerized Office Associate Certificate - Computerized Office Specialist Relevant Classes Technical Writing Project Management Statistics Research Methodologies Telecommunications Advanced Web Development Visual Basic.NET Business Law Contract Management Human Resources Operations Management Perl Marketing JavaScript Website Development and Design GNC Web Creations Online Business Marketing University Alaska Southeast Juneau, AK

# Skills

## Quality Assurance

(Advanced) 4 to 5 Years

## Instructor

(Advanced) 1 to 2 Years

## Access

(Expert) More than 10 Years

## Css

(Intermediate) 3 to 4 Years

## Database

(Expert) More than 10 Years

## Dreamweaver

(Intermediate) 5 to 6 Years

## Hipaa

(Intermediate) 7 to 8 Years

## Html

(Expert) More than 10 Years

## Managerial

(Intermediate) 6 to 7 Years

## Microsoft Office

(Expert) More than 10 Years

MS Office Certified

## Open Source

(Advanced) 8 to 9 Years

## Outlook

(Advanced) 7 to 8 Years

## Sharepoint

(Advanced) 6 to 7 Years

Administrator for multiple SharePoint Sites

## Training

(Intermediate) 1 to 2 Years

## Uml

(Intermediate) 4 to 5 Years

# Social Media & Personal Websites

**Portfolio** : (<http://www.sue-a-darby.com>)  
Portfolio with long Resume and links to work samples

**Portfolio** : (<http://www.sue-a-darby.com>)