

# Master Certified MS Office

## Sue Darby

*907-355-3750 Cell*

*907-746-5978 Home*

[*www.sue-a-darby.com*](http://www.sue-a-darby.com/)

*Notable Achievements and Skills*

*900 Josh Dr*

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*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*

* Effectively explain ideas and information to both technical and non-technical users
* Develop curriculum and update training material, teach classes in basic computers; MS Office Certification adapting to various learning styles
* 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*

*JavaScript Perl VisualBasic*

*WordPress and CMS systems Corel Draw Suite*

*Database Improvements*

### 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

### Nine Star Education and Employment Services

Career Development Center Mentor and Computer Instructor

### Sue’s Tiny Costumes

Business Owner and Webmaster

*Education and Training*

### Charter College – Alpha Beta Kappa, Dean’s List

Anchorage, AK May 2008-Present

Anchorage, AK April 2006-April 2008

Sept 1996-Present [www.suestinycostumes.com](http://www.suestinycostumes.com/)

# Data Tracking Report Processes Goals

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

### Microsoft Office 2003 Master Certification

2009

# Budgets GANTT Charts Business Owner

*Published Author*

Word, Excel, Access, PowerPoint 2009

### Introduction to Sharepoint 2011

Sharepoint for Site Owners and Power Users 2013

COGNOS Database Training 2014