# **Employment History**

**April 2006 to Present**

**Career Development Center Mentor/ Computer Instructor**

**Nine Star Education & Employment Alaska**

Sue Darby, an AmeriCorps Member, works in the Career Development Center of Nine Star Education and Employment Services. Sue brings to the Career Development Center a variety of skills gained as an owner of a small business, including a high level of personalized customer service, and the ability to teach life skills, as well as computer skills, to a diverse group of customers. As an independent instructor in distance education pattern drafting for two years, Ms. Darby developed innovative techniques for teaching students overcoming significant barriers. Sue applies these skills as she assists clients in their efforts to rejoin the workforce in the Anchorage area. Ms. Darby is currently working towards her Bachelor’s in Business Management & Information Technology at Charter College.

**Administrative**

* Cut Management Information Systems input time by 50%
* Create templates used for generating reports
* Input clients into File Maker Pro via Citrix
* Brainstorm ways to streamline the administrative processes
* Answer phones & questions from the public

**Computer Instruction**

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

**Career Development Mentor**

* Teaches goal setting workshops
* Confers with clients to determine what program will be most helpful
* Assesses clients for barriers and brainstorm ways to overcome them
* Drafts and edits resumes, cover letters and other business correspondence
* Directs clients to appropriate resources and assists clients in their use of outside assistance
* Assists clients in registration for and use of the ALEXSYS system for the Department of Labor
* Conducts job-matching to find good fit between clients and hiring companies

**1996 to Present**

**Owner of www.suestinycostumes.com**

Author of 2 self-published books, Pattern Drafting for Miniatures and Pattern Making for Dolls . Developer of over 100 miniature and small doll patterns, Webmaster of site , online teacher of pattern drafting classes for dolls & miniature dolls , and sole proprietor. Web site is over 500 pages of products and information related to miniature and small dolls.

**July 1998- November 1999**

**Michael's Arts & Crafts Events Coordinator/Stock/Cashier**

Responsible for scheduling and teaching classes and demos of various crafts with or without prior knowledge of the craft. Taught weekly Kids Club and Kids Craft Summer Camp. Stocked various craft supplies, display work. Balanced cash drawer daily. Handled multiple tasks smoothly including high quality customer service in person and on multi-line phones.

**March-June1997**

**New Marine World Theme Park Cashier/ Stock Person**

Outback Gift Shop. Responsible for stocking shelves, cashiering, and facing merchandise in a small, Australian-theme gift shop.

**November 1997- January 1998**

**Steamboat Ski & Resort Steamboat Springs, CO**

Cashier (Seasonal)

**November 1997-January 1998**

**Wal-Mart Steamboat Springs, CO**

Cashier (Seasonal)

**June- October 1997**

**Hamilton’s Stores Inc. Yellowstone National Park, WY**

Cashier (Seasonal) Fishing & Camping sales

**September 1995-May 1995**

**Solano College Tutoring**

# **Volunteer Work**

**2003**

**Owner of Sue's Office Support**

Business was locally based in Mat-Su Valley Alaska. Offered graphic arts, document typing, database management, hardcopy marketing materials & static websites.

**2004**

**CCS Headstart Classroom Aide**. **Volunteer**

**2003**

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

Search engine submission, classified ad placement, online groups marketing where appropriate. Other marketing duties as assigned by owner. Volunteer

**2003**

**Graphic Designer for www.minidolllist.com**

Designed display cards for St Louis Miniatures Museum display September 2003. Designed Library Cards for the Miniature Doll University. Volunteer

One semester organizational & general subjects tutor. Fashion Design Department Computer Tutor, Merchandising Class Computers Tutor

**October 1994 – May 1995**

**Yearbook, Brooks College, Yearbook Staff**

Create computerized forms and paste up photographs.

**July 1992-2002**

**Shirley's Creative Designs**

Production sewing, data entry, graphic art, studio style photography, web site design & maintenance (not current version), trouble shoot pattern drafting problems, draft patterns, computer trouble shooting, long distance morale support. Family business from childhood. Balanced assigned duties as a teen with homework & extra curricular activities along with assigned household chores. Moved out of state too far to help on a full time basis. Volunteer

**July 1994- August 1994**

**Camp Rotary, Boxford, MA. Arts & Crafts Counselor**

Taught classes in all aspects of arts & crafts working with children ages 7 - 15. Traveled solo across country by train.

**July 1992-September 1992**

**House of Fabrics, Fairfield, CA. Sales Associate**

Cut fabric & trim, assisted customers in choices of fabrics cleaned up the store and restocked patterns.

# **Education**

**April 2006 to Present**

**B.S. Business Management / Office Applications**

Charter College Anchorage, AK

**May 2003 to present**

**Website Development & Design**

GNC Web Creations Water Valley, MS

**August-December 2005**

**Business Marketing**

University Alaska Southeast Juneau, AK

**August 1995-May 1997**

**Certificate – Fashion Design**

Solano Community College Suisun, CA

**September 1994-May 1995**

**Fashion Design**

Brooks College Fashion Design Long Beach, CA

# **Education/Awards**

**June 2006 to present**

**Dean’s List**

Charter College Anchorage, AK

**May 1997**

**Alpha Gamma Sigma Honors Society (Lifetime Member)**

Solano Community College Suisun, CA

**June 1994 Scholarship** Scarlet Brigade Marching Band

# **Certifications**

**Microsoft Office Specialist/Expert Word** March 2007/October 2007

**Microsoft Office Specialist Power** **Point** September 2007

**Microsoft Office Specialist Access** November 2007

**Microsoft Office Specialist Excel** September 2007

Nine Star Education & Employment Services Anchorage, AK

**Microsoft Word 2002** November 2006

**Microsoft Power Point 2002** November 2006

**Microsoft Access 2002** November 2006

National Computer Science Academy Dallas, TX

**First Aid/CPR** April 2007

American Red Cross Anchorage, AK

# **Professional Organizations & Seminar-Workshops**

**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

# **Professional Qualifications**

# **Computer Skills**

Microsoft Office, Windows, VB .NET

Corel Graphics Suite

Internet Explorer, Fire Fox

Dream Weaver

Web site design & development

Internet marketing, HTML, CSS, JavaScript, Search engine optimization

# **Awards**

Member of Alpha Gamma Sigma Honors Society

**3rd place Sewing Division** Anaheim Doll Show 1995.

San Mateo, Dixon and Solano County Fairs.

Fair awards numerous 1st - 3rd place prizes

Best of Show - Junior Home Arts,

Best Male, Clean Pen, First & Second Place, Poultry.

# **Publications**

International Doll Magazine, Pattern Consultant 6 published patterns

Dolls In Miniature- article

Doll Castle News- article

# **Books**

Pattern Making for Dolls

Pattern Drafting for Miniatures

100 patterns for dolls ½”-18” tall

# **Professional Memberships**

AITP Charter College Anchorage, AK October 2006

Solano Community College Fashion Club Member- Computer Specialist

Solano Community College Member of Jazz Ensemble,

Fairfield High School Scarlet Brigade Marching Band,

Future Farmers of America - Fairfield High School Chapter,

# **Interests**

Dolls, computers, gardening, sewing, crafts, business, reading fiction & non-fiction