**Sue Darby** [**www.sue-a-darby.com**](http://www.sue-a-darby.com)[**sue@sue-a-darby.com**](mailto:sue@sue-a-darby.com) **907-707-5654**

**DATA ANALYST**

A **data analyst** capable of enabling the effectiveness of leaders. A positive, well-educated professional with experience in the government sector looking to transition to the private sector who thrives in fast-paced environments requiring a high degree of organization, tact with sensitive information and situations, and problem-solving ability.

**Areas of professional expertise:**

|  |  |  |
| --- | --- | --- |
| * Project Management * Technical Writing * Website Administrator * Data Management * Self-motivated * Proactive Time Management * Process Development | | * Excel Master * Records Quality Control * Workflow Process Improvement * Continuous Quality Improvement Advocate * Strong Work Ethic * Problem Solving * Universal Modeling Language (UML) |
| **Office Suites:** Master Certified MS Office Suite, MS Project, MS SharePoint, OneNote, Open Office, Adobe Pro | | |
| **CMS:** WordPress, Drupal, Dreamweaver  **Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS, MYSQL, Data Analytics  **Graphic Art:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind | **Social Media:** Facebook, Twitter, G+, GitHub, Pinterest  **Programming Languages**: HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A  **Cloud Tools:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, Hootsuite, Evernote, Slack, Google Analytics | |

**PROFESSIONAL SKILLS**

Alaska Office Specialists 2008-Present

*Alaska Office Specialists provides services to a variety of businesses but specializes in helping sewing and craft related businesses excel with their websites and internal documentation. Additionally, Sue designs and develops a variety of tools and templates for website management, task management and tracking of various processes.*

* **Business Consulting ~ Workflows Design and Development:** *Building tools to solve workflow problems. Design of "cradle to grave" processes that are either temporary applications or permanently in use and replicated for other projects. I also build other side tools to compliment main processes. Most of my tools are done with Excel or Word macros.*
* **Technical Writing:** *Complete illustrated or diagrammed instructions written with the end user in mind. Anyone should be able to follow these instructions!*
* **Documents & Spreadsheets:** *Proofreading and editing of short stories, resumes, technical books, sewing patterns, and websites. Form Templates to make workflows work and repetitive tasks easier. Charts and graphs, sort and filter, I can do all of it plus custom macros to mail merge PDFs with Outlook!*
* **Websites:** *Install, setup and maintain the look, security and functionality of a website using modern tools such as WordPress. If you have content I can get it online.*

Sue’s Tiny Costumes1995-Present

*A technical writing and pattern drafting company creating patterns and books for dolls. This is a part-time sole proprietorship that has given the owner many skills such as technical writing and project management along with website design, development and marketing.*

* Project management and project planning of technical books and patterns
* Marketing of new and current patterns via website development, blog content and social media outlets
* Published author of 2 books and over 100 sewing patterns
* Photography of finished items for patterns and website

State of Alaska May 2008-Dec 2017

*The Division of Senior & Disabilities manages and administers the Home and Community Based Waiver Medicaid program. 200+ employees working to ensure the health and safety of those who have disabilities or are elderly.*

**Senior Service Technician** (Administrative Support)/Office Assistant I & II/Admin Clerk II

This position supports up to 15 individuals in a unit tasked with certifying and ensuring compliance with regulations.

* **SharePoint** **Administrator** for Team and Division sitesas well as subject matter expert and developer
* **Effectively explain ideas** and information to both technical and managerial users via procedures and manuals
* **66% improvement** of data workflow processes
* **85% increase** in data collection & notification efficiency

Nine Star Education & Employment 2006-2008

*Sue Darby, was an AmeriCorps Member, in the Career Development Center of Nine Star Education and Employment Services*

**Career Development Mentor & Computer Instructor**

* **Cut Management Information Systems** input time by 50%
* **Develop class curriculum**; teach computer classes
* **Aid students** in preparation for the MOS exams
* **Drafts and edits resumes**, cover letters and other business correspondence

**EDUCATION**

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

* B.S. Degree in Business Management & Technology: Concentration in Business Applications
* B.S. Degree in Business Management & 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 Master Certification**

**RELEVANT PROJECTS**

**Published Works: Little Bo Peep and her Sheep** *is an award-winning pair of patterns placing 1st at the Alaska State Fair and then featured in the Fall 2005 issue of International Doll Magazine. The patterns required many hours of planning, testing and development before they were ready for show, publication and sale.* **Pattern Drafting for Miniatures and Pattern Making for Dolls** *are two published works. Each one is a detailed set of technical instructions on drafting patterns in small scales. Through research testing and development, a system was developed to draft patterns for small scales. The two books are sold worldwide both electronically and in hard copy.*

**Settings compliance**: **Phase I*:*** *development of a single tool to capture data, consolidate it, and generate individualized notices*. **Phase II:** *development of a macro to take approximately 1000 final notices to a mass email merge of PDF files.* **Phase III:** *take responses, embed the final files in the original workbook. This includes documenting the process and training the team. Additional tool developed for compiling statistics and tracking the progress of the project for reporting to management.*

**OTHER RELEVANT TRAININGS**

**Continuing Education**

|  |  |
| --- | --- |
| **2017**  Rapid Prototyping: From Wireframes to HTML | Data Science (Intro Series) |
| **2016**  Become a Certified Web Developer  How to Speed Up WordPress Sites  Want to be a Data Scientist?  Introduction to Google Tools  Basics of Scrum, Agile and Project Delivery | The Basics of APIs  Marketing - More effective and efficient  Git Started with GitHub  Angular 2 Fundamentals with TypeScript  SharePoint (Intermediate to Advanced Topics)  InfoPath (Beginner) |
| **2015**  Prepare For The CompTIA A+ 220-801 Exam  Arduino (Variety of topics)  APIs (Beginner) | Drupal (Beginner Series)  JavaScript  ReactJS (Beginner) |

**Additional State Training**

|  |  |  |
| --- | --- | --- |
| HIPAA  Security | SharePoint  Supervisor Training | COGNOS  Archiving |