* I know I claim a lot of great skills and training but the one thing that a resume fails at miserably is explaining how each of those skills was achieved in real life! I’ll attempt to tie the skills together and give some background information on when and where I learned various things as well as link to the real projects as often as possible.
* **Resume Skills**
* **Wikipedia editor and author**
* I started talking to Mark Bolzern, yes the Linux Guru of the 90’s, back in 2015 and became involved in the iA3 company as a result. The Wikipedia project was the first project I did for him and it still has more editing to be done.
* **Pothole dodging**
* This one is mostly a joke being Alaskan and knowing how the roads get come spring it becomes a skill to dodge potholes when driving. I contemplated adding it as a skill just to see if employers were actually reading the list of skills or just skimming.
* **SOA Skills**
* These skills were all things I’ve done for the State of Alaska. Everything is either a self taught or mandated class and some skills are used far more frequently than others such as COGNOS. I took the class and then did nothing more.
* **AdobePro document manipulation including merges, splits and workflows**
* Going back a few years when I was dealing with Critical Incident Reports before the state had set up any sort of formal tracking system I devised and convinced IT to get me a tiny PDF splitting tool since we only had Adobe Reader. It cut my time to process large batches of paperwork and eventually IT bought more licenses for Pro. I found so many great uses for merging and splitting documents when I first got the application. Just last year IT purchased an enterprise license and it fell to me to teach my co-workers how great the program really is. It truly shines in custom workflows for date stamping incoming documents and “jail breaking” PDFs back to Word documents both of which seem to be a specialty of mine. I enjoy sharing anything and everything I have learned about this application and use it every day now.
* **Data Tracking in Excel**
* This is possibly my most used skill. I use Excel for just about everything I do from checklists to report manipulation. I have used it to track data until a better system could be built and taken the data tracked and built Federal and local level reports with graphs and charts for senior managers for presentations
* **COGNOS report building and data tracking**
* I have taken a class in building reports using the COGNOS system for MMIS. The intent was for me to build the needed reports for Certification & Compliance. Unfortunately I have never had a request to actually use these skills even though this is one of my best skill sets.
* **Database Improvements**
* On many occasions I have had the duty to offer ideas for how to improve the functionality of our main database as well as offer ideas and insight into how we might be using the new database system that is currently being built.
* HIPAA confidentiality of mail outs during prep for mailings before a provider is sanctioned
* **Report Processes**

* **OneNote**

* **Office 2010**

* **Archiving Basics**

* **Supervisor Training**
* I went to the one day class for supervisors because at the time I was a “Team Lead” for multiple DVR & MASST workers who were helping out. I felt that I needed to improve my skill set in supervising and was supported by my manager at the time.

* **SharePoint**
* SharePoint is probably the one I am most proud of as the managers of the system who are in Juneau have lamented several times that they wish I could be part of their team. Instead I’ve been given Administrator powers and guided on several occasions on how to do something instead of the team taking time to do it for me. As a result both the Unit’s Site and the Archiving site have had multiple improvements in functionality and speed.

* **Document Formatting**

* **UML**

* **Document Design**

* **Corel Draw Suite**

* **Budgets**

* **Goal setting talk about Battle Plan**

* **Visio**

* **Product Design & Development**

* **Marketing**

* **JavaScript**

* **HTML**

* **GANTT Charts**

* **Project Management**

* **CSS**

* **Business Owner**

* **Task Management**

* **Technical Writing**

* **Timelines**

* **Perl**

* **VisualBasic.NET**

* **Web Master**

* **WordPress**