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| ***Sue Darby*** | |
| ***907-707-5654***  ***sue@sueadarby.com***  ***www.sueadarby.com***  ***Anchorage, Alaska area or Remote only please.*** | |
| ***Sue*** is a specialist at bridging the gap between business managers and IT professionals, working with both users and developers. She excels at identifying execution steps, building processes and diagrams. | |
| ***Achievements*** | |
| * Improve workflow process by 66% * Improve data collection and notification efficiency by 85% * Reduce Management’s information systems data entry 50%; improved time management * Quality control and maintenance of 1500+ files * Administrator for Archive SharePoint site including development and improvement of back end services * Develop curriculum and teach online and in person classes for pattern drafting and computer skills * Design, development, maintenance, security & marketing of hand coded & WordPress websites | |
| ***Experience*** | |
| *Senior Services Technician, Office Assistant I/II, Admin Clerk II ~* State of Alaska ~ 2008 – Present Sue performs a variety of support and technical functions in the administration of the Provider Certification & Compliance Unit for the Medicaid Home and Community Based Waiver and Personal Care Assistance program. Full-time *Computer Instructor & Career Development Mentor* ~ Nine Star Education & Employment ~ 2006-2008 Sue Darby, was an AmeriCorps Member, in the Career Development Center of Nine Star Education and Employment Services. She developed reports for tracking students and classes for basic computer skills. Full Time Contract *Technical Writer/Webmaster/Author/Owner ~* Alaska Office Specialists/Sue's Tiny Costumes ~ 1995 – Present Sue's Tiny Costumes makes patterns in the miniature scale from a 1/2" tall baby dolls to 18" lady doll patterns. Sue Darby owns and operates the business and has since 1996. She has published 2 books to the Library of Congress "Pattern Drafting for Miniatures" and "Pattern Making for Dolls". In addition to books she has published over 100 patterns for dolls and been featured in doll and miniature magazines. Part-time | |
| ***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***   * Word, Excel, Access, PowerPoint | |
| ***Additional Skills*** | |
| ***Hard Skills***   * Driven to excellence * Proactive time management * Problem Solving * Self-motivated * Strong work ethic   ***Business Skills***   * Data Tracking * HIPAA * Marketing * Procedure writing * Project Management * Project Management * Supervisor Training * Technical Writing * Telecommunications * Tracking systems development * Tracking systems management * Management Information Systems | ***Technical Skills***   * MYSQL/SQL * Perl * SharePoint * Universal Modeling Language (UML) * VisualBasic.NET/Basic A * WordPress * Data Analytics * HTML CSS JavaScript * Microsoft Access * Microsoft Excel * Microsoft Outlook * Microsoft PowerPoint * Microsoft Publisher * Microsoft SharePoint * Microsoft Visio * Microsoft Word |
| linkedin.com/in/suedarby | |