***Sue Darby***

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

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***Computer Skills***

**Programming Languages:** HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A

**Office Suites:** Master Certified MS Office 2003, MS Office 95-2010, MS Outlook, MS Project, MS Visio, MS SharePoint 2007-2010, OneNote, Open Office, Adobe Pro X and XI, KingSoft Office, Open Office

**Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS

**Graphic Art Suites:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind

**Operating Systems:** Windows 3.1-7, DOS 3.3, Ubuntu; Android

**Cloud Based:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, TweetDeck, Hootsuite

**Social Media:** Facebook, Twitter, G+, GitHub, Pinterest, YahooGroups, Webrings

**CMS:** WordPress, Drupal, Dreamweaver

***Technical Achievements***

* Design and implementation of projects; Habilitation Homes and Critical Incident Report Tracking
* Administrator of Division Archiving SharePoint as well as subject matter expert for system
* Streamline administrative processes, database improvements, data tracking and report processes
* Effectively explain ideas and information to both technical and managerial users
* Manage social media accounts, website and marketing of patterns and books
* Website design, development, including hand coded and Wordpress based websites
* Gather data and develop monthly statistic tracking and reporting for internal use and grant reporting

***Management Achievements***

* Lead, train and delegate tasks to support staff
* Reduce Management’s information systems data entry 50%; improved time management

***Writing Achievements***

* Publish 2 books with copyrights, multiple articles, technical instructions with drawn diagrams
* Research and write resumes and Curriculum Vitae; assist clients in successfully attaining goals

***Experience (Full-Time)***

*State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance*

Senior Services Technician Feb 2014-Present

Office Assistant II Nov 2011-Feb 2014

*State of Alaska, Division of Senior & Disabilities Services, Quality Assurance*

Admin Clerk II May 2008-Nov 2011

***Experience (Part-Time)***

*Sue’s Tiny Costumes* Entrepreneur Oct 1995-Present

*Alaska Office Specialists* Entrepreneur Oct 2008 -Present

*Books, Music & More* Entrepreneur Oct 2008 -Present

*Coffee Institute* Entrepreneur Oct 2008 -Present

*Nine Star Education & Employment* Career Development Mentor & Computer Instructor Apr 2006-Apr 2008

***Education***

**Charter College Bachelors of Science– Business & Technology Alpha Beta Kappa 3.85 GPA**

**Relevant Classes**

~Technical Writing Project Management ~ Statistics ~ Research Methodologies ~ Telecommunications ~ Advanced Web Development ~ Visual Basic.NET ~ Business Law ~ Contract Management ~ Human Resources ~ Operations Management ~ Perl ~ Marketing ~ JavaScript ~Java ~~HTML 5~CSS~JavaScript~PHP MYSQL~Web design ~

**Training**

COGNOS 2014

HIPAA Security 201 State of Alaska 2008-2014

Archiving Basics State of Alaska 2012

Introduction to Share Point with Lab State of Alaska 2011

Introduction to Supervisor Training State of Alaska 2011

Basic Care Coordination Training for QA State of Alaska 2010

Introduction to Office 2007 State of Alaska 2009