***Sue Darby***

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***S***ue is a specialist at bridging the gap between business managers and IT professionals, helping everyone understand and explain requirements. Sue excels at identifying execution steps, building processes and diagrams with detailed instructions for use. Sue has over 20 years experience with computers and is looking to make a change in career path to *Technical Writer or Business Analyst*.

***Computer Skills***

* Most common office suites, operating systems and database systems including commercial suites, cloud solutions and open source options; Windows, Linux, SharePoint, Visio, Project, StarUML, Google Drive etc. Master Certified MS Office
* Many web based social media and website building solutions as well as a variety of programming languages; BASIC, Javascript, Perl, HTML & CSS, Dreamweaver, Corel Draw Suite, FTP & WordPress

***Projects***

* Critical Incident Tracking & reporting
* Habilitation Homes Database Modifications
* Application Tracking System design & development
* CPR & First Aid Waiver Tracker design & development
* Shared Email Management
* Technical books (2) on pattern drafting (illustrated)
* Pattern articles for 4 magazines and patterns (100)
* Website development and maintenance

***Subject Matter Expert***

* Archiving policy & procedures
* Filing policy & procedures
* SharePoint solution development and site administrator
* “DS3” to “Harmony” Provider Conversion Database
* Residential Habilitation provider management
* Electronic document management
* Equipment maintenance

*Additional samples and information is found via my Portfolio.*

***Education***

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| **Charter College** | **Alpha Beta Kappa 3.85 GPA** |
| Bachelors of Science Degree - Business Management and Technology: Concentration in Business Applications  Bachelors of Science Degree - Business Management and Technology  Associate of Applied Science Degree - Computer Science: Concentration in Business Applications  Associate of Applied Science Degree - Business Management Practice  Certificate - Computerized Office Associate  Certificate - Computerized Office Specialist | |

***Experience***

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| *iA3.io* | |
| Webmaster & Technical Writer | Oct 2015-Present |
| *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 |
| *Sue’s Tiny Costumes* | |
| Entrepreneur *(currently on hiatus)* | Oct 1995-Present |
| *Nine Star Education & Employment* | |
| Career Development Mentor & Computer Instructor | Apr 2006-Apr 2008 |