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| *Master Certified MS Office 2003*  *MS Project*  *MS Visio*  *MS SharePoint*  *OneNote*  *AdobePro*  *Document Design & Formatting*  *Corel Draw Suite*  *UML*  *Visio*  *Streamline Administrative Processes*  *Database Improvements*  *Data Tracking*  *Report Processes*  *Project Management*  *Task Management*  *Goals*  *Budgets*  *Timelines*  *GANTT Charts*  *Technical Writing*  *Web Master*  *Marketing*  *Business Owner*  *HTML*  *CSS*  *JavaScript*  *Perl*  *VisualBasic.net*  *Product Design & Development*  *WordPress* | Notable Achievements & Skills   * Work closely with SharePoint team to ensure Archiving site calculates correct retention as per regulations, provide data input and oversee volunteer and staff to complete over 160 boxes sent to storage * Develop unit SharePoint to track internal errors, processes and applications; providing report to management for team development and training * Work with IT and Research and Analysis teams to improve main database functionality for connecting subcontractors to certified agencies   Computer Skill Set   * Familiar with major PC office suites; SharePoint, Adobe * Programming languages such as HTML, CSS, JavaScript, VB.net in addition to MySQL databases, and SQL databases * Update and maintain .Net based macro driven checklist, provide pivot tables and charts along with reports on demand and set schedule * Cloud and Web services such as Google, Wordpress, Dreamweaver, Drupal and various social media platforms * Install, configure and administrate multiple WordPress based websites, SharePoint site administrator   Business Skill Sets   * Technical writing including instructions for sewing patterns, office procedures, published author, project requirements and proposals * Data and statistical skills; combining reports to provide data to management on processes, numbers of providers of certain services and tracking of processes * Work with Research and Analysis team to create reports to provide statistical data needed by senior management   Experience  *State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance / Quality Assurance May 2008-Present*  Senior Services Technician, Office Assistant II, Admin Clerk  *Nine Star Education & Employment*  Career Development Mentor & Computer Instructor Apr 2006-Apr 2008  Sue’s Tiny Costumes www.suestinycostumes.com  Business Owner & Webmaster Sept 1996-Present  Education & Training  **Charter College                Alpha Beta Kappa**  ***Bachelors of Science Degree***  Business Management and Technology: Concentration in Business Applications & Business Management and Technology  ***Associate of Applied Science Degree***  Computer Science: Concentration in Business Applications & Business Management Practice  ***Certificate***  Computerized Office Associate & Computerized Office Specialist  ***MS Office Master Certification***  Continuing Education Subjects (Complete and in progress)  Technical Writing, Project Management, Statistics, Research Methodology, Telecommunications, Advanced Web Development, Visual Basic.NET, Business Law, Contract Management, Human Resources, Operations Management, Perl, Marketing, Java, HTML 5, CSS, JavaScript, PHP, MYSQL, Web design, Game Development with Unity and C#, A+ Certification  Training  COGNOS, HIPAA Security 201, Archiving Basics, Introduction to Sharepoint with Lab, Introduction to Supervisor Training, Basic Care Coordination Training for QA, Introduction to Office 2007 |