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| ***Sue Darby*** | |
| ❄ ***907-707-5654*** ❄***sue@sue-a-darby.com*** ❄***www.sue-a-darby.com*** ❄  ❄***Anchorage, Alaska area 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. | |
| ***Skills*** | |
| * Problem solves on the "go"; coming up with unconventional ideas * Program in VB.net, edit and maintain complex checklist system for daily use * Create and maintain UMLs of processes * Subject Matter Expert for SharePoint | |
| ***Achievements*** | |
| * Providing technical and administrative support for multiple professionals * Compile business policies and procedures into searchable manual including diagrams * Provide detailed technical assistance to members of the public * Sent over 200 cubic feet of files to archiving ; following record retention schedule * Reduce Management’s information systems data entry 50%; improved time management * Develop & update training material, teach & tutor classes from Introduction to Computers to MS Office Certification; curriculum development & delivery of online classes * Website design, development, & marketing; hand coded & Word Press based websites * Published works: Books: Pattern Drafting for Miniatures & Pattern Making for Dolls * Published works: Magazines: International Doll Magazine, Doll Castle News, Dolls, Bears & Anywears, Dolls In Miniature * Published works: 100 sewing patterns including testing, photography, technical writing & final production of hardcopy & electronic versions | |
| ***Experience*** | |
| *Senior Services Technician ~ State of Alaska ~ 2008 – Present**Computer Instructor & Career Development ~ Nine Star Education & Employment ~ 2006-2008**Technical Writer/Webmaster/Author/Owner ~ Alaska Office Specialists/Sue's Tiny Costumes ~ 1995 – Present* | |
| ***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 | |
| ***Continuing Education Class List*** | |
| * Statistics * Telecommunications * Operations Management * Marketing * HIPAA * Supervisor Training * Archiving * MS Visio * Office 2010 * Project Management | * SharePoint * Technical Writing * UML * VisualBasic.NET * WordPress * MYSQL * HTML * JavaScript * CSS * Management Information Systems |
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