*AdobePro*

*Archiving Basics*

*Budgets*

*Business Owner*

*Corel Draw Suite*

*CSS*

*COGNOS*

*Data Tracking*

*Database Improvements*

*Document Design*

*Document Formatting*

*GANTT Charts*

*GIMP*

*Goals*

*HIPAA*

*HTML*

*Inkscape*

*JavaScript*

*Linux (Ubuntu & SUSE)*

*Marketing*

*MS Visio*

*Office 2010*

*OneNote*

*Perl*

*Product Design & Development*

*Open Office*

*Project Management*

*Report Processes*

*SharePoint*

*Supervisor Training*

*Task Management*

*Technical Writing*

*Timelines*

*UML*

*Visio*

*VisualBasic.NET*

*Web Master*

*WordPress*

**Achievements**

* Work closely with SharePoint team as co-administrator to ensure Archiving site calculates correct retention as per record retention schedule, provide data input, oversee volunteer and staff to complete over 160 boxes sent to storage
* Develop unit SharePoint to track internal errors, processes and applications for Medicaid providers; providing reports 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 and database merges and general provider record clean up

**Computer Skill Set**

* Familiar with all major PC office suites; Visio, SharePoint (Site Administrator), AdobePro and Open Source options.
* Programming languages such as HTML, CSS, JavaScript, VB.NET, understanding of MySQL databases and SQL databases
* Update and maintain .Net based macro driven checklist and productivity tools, 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.

**Business Skill Sets**

* Technical writing including office procedures, project requirements and proposals, instructions for sewing patterns, published author
* 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
* Developed numerous tutorial and procedures, trained multiple staff
* Worked as part of teams and workgroups for developing regulations and requirements for internal data management systems

**Experience**

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

* Senior Services Technician Feb 2014-Present
* Office Assistant II Nov 2011-Feb 2014
* Admin Clerk II May 2008-Nov 2011

*Nine Star Education & Employment*

* Career Development Mentor & Computer Instructor Apr 2006-Apr 2008

**Education**

**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 and Training (Complete and in progress)***

Statistics, Research Methodology, Telecommunications, Business Law, Contract Management, Human Resources, Operations Management, , Marketing, Java, PHP, MYSQL, Game Development with Unity and C#, A+ Certification,