**Sue Darby**

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| **Contact**  907-707-5654  [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com) | **Anchorage, Alaska Area**  **or Remote ONLY** | **Portfolio**  [www.sue-a-darby.com](file:///E:\All%20Saves%20&%20Files\2018\DO%20NOT%20MOVE%20RESUMES\www.sue-a-darby.com)  [www.linkedin.com/in/suedarby](http://www.linkedin.com/in/suedarby) |

[**Skill Samples**](http://www.sue-a-darby.com/learning/skills.php)(links) :[Technical Writing](http://suestinycostumes.com/pattern-drafting-crash-course-for-a-child-doll), [Process Improvements](http://www.sue-a-darby.com/process-improvements/), [Universal Modelling Language (UML), Visio, Star UML](http://www.sue-a-darby.com/umls/), [HTML, CSS, JavaScript](http://www.alaskaos.com/web-development-history/), [Visual Basic.NET](http://www.alaskaos.com/m4-mass-mail-merge-macro/), [WordPress](http://www.alaskaos.com/web-development-history/), [SharePoint](http://www.sue-a-darby.com/learning/projects.php), [Adobe Pro](http://www.alaskaos.com/date-stamping-in-adobe/), [PHP](http://www.sue-a-darby/learning/index.php), [Self-motivated,](http://www.sue-a-darby/learning/cont-ed.php) [Microsoft Office, Google Drive Office Suite](http://www.sue-a-darby.com/where-do-i-or-have-i-used-these-programs/), [Open Source Software](http://www.alaskaos.com/open-source-programs/), [Published Author](https://lccn.loc.gov/2004540327)

**Skills:** WAMP, Perl, BASIC A, MYSQL, Problem Solving, PHPMyAdmin, CPanel, Data Analytics, DS3, Enterprise, MMIS, Citrix, Access, COGNOS, Project, OneNote, Dia, Drupal, Dreamweaver, Corel Draw, Inscape, Gimp, Paint Shop Pro, Freemind, Windows 3.1-10, DOS 3.3, Linux; Android, XML, JSON, PHP, Project Planning, Team Player, Verbal & Written Communication, Goal Setting

[**Achievements**](http://www.sue-a-darby.com/achievements/)

* Technical author of 2 books and 6 magazine articles
* 66% increase in workflow via macro design, programming, development and implementation
* 85% increase in data collection, clean up and notification efficiency
* 40% advancement in data capture and accuracy from changes identified and made to database
* 60% refinement in workflow from development of checklist tool, trained staff to maintain tool
* 74% time gain for team from programming of tool to track certification process
* 50% improved time management; reduced management’s information systems data entry
* 50% increase in file organization via standardized electronic folder system for documentation
* Write 30+ technical software tutorials and procedural manuals

**Responsibilities**

* Work with networked drives and SharePoint document management systems and oversee the lifecycle of documents including version control and archiving
* Diagram internal processes using Universal Modelling Language (UML)
* SharePoint Administrator; develop tools, manage permissions, train new staff, attend meetings
* Manage, develop and design 10+ personal and professional websites with modern technologies
* Draft, write and edit business correspondence, policy and procedures

**Experience**

**Technical Writer ~** [Alaska Office Specialists](http://www.alaskaos.com/) ~ Volunteer ~ Present ~ Palmer, AK

**Technical Writer & Published Author ~** [Sue’s Tiny Costumes](http://suestinycostumes.com/) ~ Volunteer ~ Present ~ Palmer, AK

**Senior Services Technician** **~** State of Alaska ~ 2008 —2017~Anchorage, AK

**Computer Instructor & Career Development** **~** Nine Star Education & Employment ~ 2006 – 2008

**Education**

**Udemy** - [Continuing Education](http://www.sue-a-darby/learning/cont-ed.php) ~ Variety of Topics ~ JSON, XML, JavaScript, Data Science, Marketing, APIs, Advanced HTML, CSS, Angular ~ Ongoing

[**Charter College**](http://www.sue-a-darby.com/education/) ~ Alpha Beta Kappa, Dean’s List, Perfect Attendance, Association of Information Technology Professionals Member ~ 2009

B.S. Degree in Business Management & Technology: Concentration in Business Applications

B.S. Degree in Business Management & Technology

A.S. Degree in Computer Science: Concentration in Business Applications

A.S. Degree in Business Management Practice

Microsoft Office Master Certification ~ 2009