**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 (Continuing Ed),](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

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

* Has written 30 or more technical software tutorials and procedural manuals
* Diagram internal processes using Universal Modelling Language (UML) to increase efficacies
* Using macro programming and process design facilitated a 66% increase workflow processes
* Facilitated 85% increase in data collection, clean up and notification efficiency
* Designated by IT as a SharePoint Administrator for 3 State of Alaska sites; develop tools, manage permissions, train new staff, participate in budget and planning meetings
* 40% advancement in data capture and accuracy from changes identified and made to main database
* 60% refinement in workflow from development of checklist tool, trained additional staff to maintain tool
* 74% progress in time management for unit from programming of tool to track certification process
* Increased file organization by 50% via a standardized electronic folder system to organize documentation
* 50% improved time management; reduced management’s information systems data entry
* Archive over 5,157 files using new, efficient SharePoint site for archiving reduced data loss by 45%
* Creation of 46 official application forms for Medicaid Waiver Programs ensuring ADA compliance

**Experience**

**Webmaster/Owner** ~ [Alaska Office Specialists](http://www.alaskaos.com/) ~ Present

**Technical Writer/Webmaster/Author/Business Owner** ~ [Sue’s Tiny Costumes](http://suestinycostumes.com/) ~ 1995 —Present

**Secretary** ~ [Alaska Coalition for Telehealth & Telemedicine](http://www.akct.org) ~ 2017-Present

**Webmaster** ~ iA3 ~ 2015-2016

**Senior Services Technician** ~ State of Alaska ~ 2008 —2017

**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 ~ Ongoing

[**Charter College**](http://www.sue-a-darby.com/education/) ~ 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

Microsoft Office Master Certification