|  |  |
| --- | --- |
| *Experience* | **Contact Sue**  **Email**  [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com)  **Phone**  907-707-5654  **Website**  [www.sue-a-darby.com](http://www.sue-a-darby.com)  **LinkedIn**  [www.linkedin.com/in/suedarby](http://www.linkedin.com/in/suedarby/)  **Education**  *B. S.* Business Management & Technology*;* Concentration in Business Applications *A.S* Computer Science *– Alpha Beta Kappa Honors– Charter College*  *Microsoft Office Master Certification – Nine Star Education & Employment*  *Business Marketing Courses – University Alaska Southeast*  *Fashion Design Certificate – Solano Community College*  **Skills**  *Web Master*, HTML, CSS, SharePoint, JavaScript, Perl, Visual Basic  *Document Design & Formatting,* MS Office, MS Project, MS Visio, AdobePro, *Corel Draw Suite*  *Database Improvements,* Data Tracking, Report Processes, Project Management, GANTT Charts, Technical Writing, Product Design & Development |
| Senior Services Technician/Office Assistant II/I/Admin Clerk II May 2008 to PresentState of Alaska |
| * 66% improvement of workflow processes * 85% increase in data collection & notification efficiency * Quality control 1500 files |
| Career Development Center Mentor/Computer Instructor  April 2006 to April 2008Nine Star Education & Employment Anchorage, Alaska |
| * 50%; improved time management; reduce management’s information systems data entry * Monthly statistic tracking & reporting for internal use & grant reporting * Develop & update training material, teach & tutor classes |
| Technical Writer/Webmaster/Author/Business Owner   1995 to present[Sue’s Tiny Costumes](http://www.suestinycostumes.com/) [www.suestinycostumes.com](http://www.suestinycostumes.com) |
| * Teach online and in person classes for pattern drafting and beginning to intermediate computer skills * Provide detailed technical assistance to members of the public, managerial and technical users * Website design, development, & marketing of professional and personal websites * Library of Congress: Pattern Drafting for Miniatures & Pattern Making for Dolls * Magazines: International Doll Magazine, Doll Castle News, Dolls, Bears & Anywears, Dolls In Miniature * Published: 100 sewing patterns Published author of “Pattern Drafting for Miniatures” & “Pattern Making for Dolls” (Library of Congress) |