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| *Experience*Office Assistant II  May 2008 to Present State of Alaska, Division of Senior & Disabilities, Provider Certification & Compliance | **Contact Sue**  **Email**  [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com)  **Phone**  907-746-5978  **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 2009*  *Microsoft Office 2003 Master Certification – Nine Star Education & Employment 2009*  *Business Marketing Courses – University Alaska Southeast 2005*  *Fashion Design Certificate – Solano Community College 1997*  **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  **Training**  *Website Development & Design/SEO– GNC Web Creations Ongoing*  *SharePoint for Site Owners & Power Users, Archiving Basics, Intro to SharePoint, HIPAA Security 201, Introduction to Supervisor Training, Basic Care Coordination for QA, Intro to Office 2007 – State of Alaska* |
| * Design & develop content for Unit SharePoint website creating pages, tools and libraries of documents and templates; train professional staff in use * Project Lead to add contracted providers to the current DS3 database system. Project purpose is to determine what providers are providing Habilitation services and to which clients. Currently this link between certified agency and contracted habilitation home is invisible. It will enable Reviewers to conduct on site visits to ensure health and welfare of clients, maintaining compliance with Federal regulations and statutes under the Home & Community Based Waiver Program * Design improved filing & labeling system, archive processes, electronic file system, document naming structure, letter template editing & standardization; Design charts & graphs for Unit, Department, State & Federal reports; UML diagrams, translate into written processes * Participate in policy, procedure, regulation & Qualified Provider workgroups providing input for processes & forms * Provide technical assistance of statutes, regulations, policies, & procedures via phone, e-mail, & in person * Team Lead for multiple volunteers; trained and delegated duties as needed |
| Career Development Center Mentor/ Computer Instructor  April 2006 to April 2008 Nine Star Education & Employment Anchorage, Alaska |
| * Reduce Management’s information systems data entry 50%; improved time management * Analyze skills & issues of job seekers for job matching, interview preparation; research & write simple resumes to PhD level Curriculum Vitae & assist clients in successfully attaining goals * Monthly statistic tracking & reporting for internal use & grant reporting * Develop & update training material, teach & tutor classes in Introduction to computers; MS Office Certification preparation |
| Business Owner  1996 to present [Sue’s Tiny Costumes](http://www.suestinycostumes.com/) [www.suestinycostumes.com](http://www.suestinycostumes.com) |
| * Published author of “Pattern Drafting for Miniatures” & “Pattern Making for Dolls” (Library of Congress) * Published author in “International Doll Magazine”, “Doll Castle News”, “Dolls, Bears & Anywears”, & “Dolls In Miniature” * Develop over 100 miniature & small doll patterns including testing, photography, technical writing & final production of hardcopy & electronic products * Website design, development, & marketing including hand coded & Word Press based websites |
| **Volunteer Work** |
| * PRIDE Program (Rasmussen Foundation Letter) – Grant Summary 2008 * Chugiak Children’s Services Head Start – Classroom Aide 2004 * www.integrity-designs.com –Online Marketing 2003 * www.minidolllist.com– Graphic Design 2003 |