***Computer Skills***

**CMS:** WordPress, Drupal, Dreamweaver

**Programming Languages:** HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A

**Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS, MYSQL, PHPMy Admin, CPanel

**Graphic Art Suites:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind

**Operating Systems:** Windows 3.1-7, DOS 3.3, Ubuntu; Android

**Cloud Based:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, Hootsuite, IFTTT

**Social Media:** Facebook, Twitter, G+, GitHub, Pinterest, Linkedin business pages

**Office Suites:** Master Certified MS Office 2003-2010, MS Project, MS SharePoint 2007-2010, OneNote, Open Office, Adobe Pro X and XI, KingSoft Office, Open Office

***Technical Achievements***

* Website design, development, including hand coded and Wordpress based websites
* Site manager and web master iA3.io social media manager
* Design and implementation of projects; Application Tracker, Habilitation Homes and Critical Incident Report Tracking
* Administrator of Division Archiving SharePoint as well as subject matter expert for system
* Streamline administrative processes, database improvements, data tracking and report processes
* Effectively explain ideas and information to both technical and managerial users
* Manage social media accounts, website and marketing of patterns and books
* Gather data and develop monthly statistic tracking and reporting for internal use and grant reporting

***Management Achievements***

* Lead, train and delegate tasks to support staff
* Reduce Management’s information systems data entry 50%; improved time management

***Writing Achievements***

* Publish 2 books with copyrights, multiple articles, technical instructions with drawn diagrams
* Procedure development for Archiving, filing; tutorials for using automation features of software
* Research and write resumes and Curriculum Vitae; assist clients in successfully attaining goals

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| ***Experience (Full-Time)*** |  |
| *State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance* | |
| Senior Services Technician | Feb 2014-Present |
| Admin Clerk II | May 2008-Nov 2011 |
| Office Assistant II | Nov 2011-Feb 2014 |
| *Nine Star Education & Employment* |  |
| Career Development Mentor & Computer Instructor | Apr 2006-Apr 2008 |
| ***Experience (Part-Time)*** |  |
| *Sue’s Tiny Costumes* | Oct 1995-Present |
| *Alaska Office Specialists, Books, Music & More, Coffee Institute* | Oct 2008-Present |
| ***Volunteer*** |  |
| *IA3.io.* |  |
| *Webmaster/Social Media Manager* | *Oct 2015-Present* |
| ***Education*** |  |
| **Charter College Bachelors of Science– Business & Technology Alpha Beta Kappa 3.85 GPA** | |

**Continuing Education**

~Java~HTML 5~CSS~JavaScript~PHP~ MYSQL ~Web design ~Advanced Web Development ~Angular.js ~ Other Tech Topics ~Technical Writing~ Project Management~ Perl ~