This is the professional online portfolio of Sue A. Darby of Alaska.

Sue is currently an Office Assistant II with the State of Alaska’s Senior & Disabilities Services Quality Assurance Provider Certification unit. Sue is currently a team lead for two volunteers, packet screener and technical assistant to a primary group of eight Provider Certification staff and a secondary support for an additional group of seven Service Quality Assurance professional staff.

Among Sue’s accomplishments are website design, blog development, published author, and technical writing.

Sue completed her studies in Business Management & Information Technology at Charter College in 2009. During the course of her studies she obtained a Microsoft Office Master Certification for Microsoft Office 2003 and a high level of working knowledge with Office 2007 including State of Alaska Training. She is frequently asked for help with solving real world problems, software program issues, and applications.

Sue does this with enthusiasm and is always willing to lend a hand.

On this site are;

[Sue’s Curriculum Vitae](http://www.sue-a-darby.com/about-2/resume/)

[Certifications](http://www.sue-a-darby.com/about-2/resume/education/)

[Degrees](http://www.sue-a-darby.com/about-2/resume/education/)

[Training](http://www.sue-a-darby.com/about-2/resume/education/training/)

[Awards](http://www.sue-a-darby.com/about-2/resume/education/awards/)

Please also visit her [websites](http://www.sue-a-darby.com/blog-website-network/)to further view examples of her work in writing and web development.

Skill Sets

Greatest Strengths

Streamlined Management Information Systems input, reduced time consumption by 50%

Goal oriented- sets and achieves goals brainstorms to improve processes that are inefficient thus increasing productivity or otherwise improving the workplace

Graduated Alpha Beta Kappa

Establish positive and consistent customer relations

Maintains high integrity and work standards

Present lectures & conduct discussions to increase knowledge & competence

Computers

Ability to communicate with both technical and non-technical users

Certified In MS Office 2003

Microsoft Office Master – March 2009

Microsoft Office Specialist Access – November 2007

Microsoft Office Specialist/Expert Excel – September 2007/March 2009

Microsoft Office Specialist Power Point – September 2007

Microsoft Office Specialist/Expert Word – March 2007/October 2007

Proficient In

Android, Windows 7, Office 2010, 3.1,  XP, Windows 2000, Server 2003R2, Visual Basic.NET, OneNote, Project 2003, Outlook, Visio, Office 2007, OpenOffice 3.0, Corel Draw, Dreamweaver MX, MX 2004, CS3, Flash CS3, FireWorks CS3, Illustrator, PhotoShop, Internet Explorer, FireFox, Thunderbird, Google Chrome, Safari, HTML, CSS, Drupal, Joomla, WordPress

Ethical White Hat Search Engine Optimization Techniques

Writing

For tech and non tech users

Detailed instruction documentation

Sewing patterns pattern drafting procedures resumes web content creative professional

Editing gramar punctuation spelling

2004

Chugiak Children’s Services Head Start Classroom Aide

Volunteer

Assist with craft projects

Provide additional adult supervision & support to 20+ pre-school classroom

Yard duty including maintaining observation of rules by youngsters

2003

Web site Marketer for www.integrity-designs.com

Volunteer

Search engine submission, classified ad placement, online groups marketing where appropriate. Other marketing duties as assigned by owner. Dissolved

2003

Graphic Designer for [www.minidolllist.com](http://www.minidolllist.com/)

Volunteer

Designed display cards for St Louis Miniatures Museum display September 2003.

Designed Library Cards for the Miniature Doll University.

July 1992 to 2002

Shirley’s Creative Designs Production Assistant

Volunteer

Seamstress

Data entry

Graphic art

Studio style photography

Web site design & maintenance (not current version)

Trouble shoot pattern drafting problems

Draft patterns, computer trouble shooting

**B.S. Business Management Practice, B.S. Business Management & Technology, A.S. Business Management Practice, Certificate Office Applications – with Honors**

April 2006 to April 2009

Charter College Anchorage , AK

**Website Development & Design**

May 2003 to present

[GNC Web Creations](http://www.gnc-web-creations.com/) Universal City, TX

**Business Marketing**

August-December 2005

University Alaska Southeast Juneau , AK

Awards

Charter College  – Anchorage, AK – June 2009

Alpha Beta Kappa

June 2006 to April 2009

Dean’s List

Fasion Design (Certificate with Honors)

September 1995 to May 1997

Solano Community College Suisun, CA

Solano Community College Suisun , CA - May 1997

Alpha Gamma Sigma Honors Society (Lifetime Member)

Certifications

Nine Star Education & Employment Services Anchorage , AK

Microsoft Office Master - March 2009

Microsoft Office Specialist/Expert Word - March 2007/October 2007

Microsoft Office Specialist Power Point - September 2007

Microsoft Office Specialist Access - November 2007

Microsoft Office Specialist/Expert Excel - September 2007/ March 2009

National Computer Science Academy Dallas , TX

Microsoft Word 2002 - November 2006

Microsoft Power Point 2002 - November 2006

Microsoft Access 2002 - November 2006

Professional Organizations & Seminar-Workshops

Balancing Life & Work John Parker

Anchorage , AK – August 2007

Novel Install Fest IT Expo

Anchorage , AK  – October 2006

AmeriCorps Conference National Association for Community Volunteerism

Anchorage , AK – April 2006 & 2007

Professional Memberships

Association of Information Technology Professionals

Charter College Anchorage , AK – October 2006- October 2009

Interests

Writing, web design, dolls, computers, gardening, sewing, crafts, business, reading fiction & non-fiction

**Additional Training Courses**

Introduction to Share Point with Lab April 2011

HIPAA Security 201 Training State of Alaska Senior & Disabilities Services March 2011

Introduction to Supervisor Training  March 2011

Basic Care Coordination Training for Quality Assurance State of Alaska Senior & Disabilities Services March 2010

Introduction to Office 2007 May 2009

[Sample Resume- Kris Kringle](http://kringle)

Monday, November 8th, 2010

Even Santa should have a good resume. This was a sample resume created to make clients and co-workers alike smile at the collection of skills that [Kris Kringle](http://blog.sue-a-darby.com/2010/11/sample-resume.html/) has.

[Team Leaders](http://www.sue-a-darby.com/2010/11/responding-professionally-to-change-in-the-workplace.html/)

Monday, November 8th, 2010

A short presentation on [Team Leadership](http://blog.sue-a-darby.com/2010/11/team-leaders.html/).

[Tutorials](http://www.sue-a-darby.com/2010/11/tutorials.html/)

Monday, November 8th, 2010

The first of my original work tutorials is my [Crash Course on Pattern Drafting in Miniature](http://blog.suestinycostumes.com/2010/07/03/pattern-drafting-crash-course-for-a-child-doll.html/). This tutorial is a very long one so I will simply direct viewers to my [Tutorials Blog](http://blog.suestinycostumes.com/) to view it. All the diagrams are my own work and also appear in my published & copy written books [Pattern Drafting for Miniatures](http://suestinycostumes.com/products/books/books.html) and some of the material can also be found in my book[Pattern Making for Dolls](http://suestinycostumes.com/products/books/books.html).

[Responding Professionally to Change in the Workplace](http://www.sue-a-darby.com/2010/11/responding-professionally-to-change-in-the-workplace-2.html/)

Monday, November 8th, 2010

A short presentation on [Responding to Change in the Workplace](http://blog.sue-a-darby.com/2010/11/responding-professionally-to-change-in-the-workplace-2.html/).