Sue Darby

**Seeking a new career!**

|  |  |  |
| --- | --- | --- |
| **Education**  2006-2009  Charter College Bachelors/Associates | **Employment**  2008-2015  Alaska Office Specialists  Virtual Office Support Administrator  2008-2015  State of Alaska  Senior Services Technician  1995-2015  Sue's Tiny Costumes  Owner, Designer, Web Master  2006-2008  Nine Star Education & Employment Services  Career Development Mentor & Computer Instructor | **Skills**  Technical Writing  Microsoft Office  Business Analysis  WordPress  Web Development  Writing |

**INTERESTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |
| MS Office | CSS | HTML | MS Visio | Web Master | JavaScript |

**AWARDS & HONORS**

**2009** Alpha Beta Kappa

**RECOMMENDATIONS**

**colleague • business-partner • fellow student/advisor • service-provider**

**Carla Schwille**

|  |  |  |
| --- | --- | --- |
| **“** | I studied with Sue in an online class for SEO. Sue is an inspiration to me and other classmates. Working a website up to number one in the search engines is no small feat and our whole class seemed to click. That was years ago, and we are mostly all still keeping in touch. A bond of sorts was formed with that original class and I am proud to be a part of it. | **”** |

**William Jamison**

|  |  |  |
| --- | --- | --- |
| **“** | Sue was one of my students at Charter College. She was on time and completed all of her work in a professional manner. Sue was also helpful to her fellow students. | **”** |

**Sandra Charlton**

|  |  |  |
| --- | --- | --- |
| **“** | I've known Sue for years and she's the hardest working woman I've ever met. She's worked her way up from nothing to having several college degrees and several busy online businesses. I would highly recommend her for any position! She's been an inspiration to me and doesn't know the meaning of the words "give up". | **”** |

**Bobbi A. Chukran**

|  |  |  |
| --- | --- | --- |
| **“** | Sue was a bright and engaged student, who was always willing to participate and brought great insight to whatever class she was in. I had her as a student in multiple classes, and always enjoyed her presence. Her work was of the highest caliber, and her writing was always clear and well thought out. She worked well in group situations, as well as on her own. Sue would be an exceptional addition to any workplace. | **”** |

**Dr. Hillary Hodges**

|  |  |  |
| --- | --- | --- |
| **“** | I was Sue’s instructor in various courses at Charter College and I have become familiar with her work through discussions with her and in analyzing her written assignments and tests. Her understanding of the course material and her ability to communicate is excellent. I am sure she is going to have an excellent career. In my view, she epitomizes the student who has high aims, intellectual ability, and the drive to succeed. | **”** |

## 