**Sue Darby** [**www.sue-a-darby.com**](http://www.sue-a-darby.com)[**sue@sue-a-darby.com**](mailto:sue@sue-a-darby.com) **907-707-5654**

**DATA ANALYST**

A **data analyst** capable of enabling the effectiveness of leaders. A positive, well-educated professional with experience in the government sector looking to transition to the private sector who thrives in fast-paced environments requiring a high degree of organization, tact with sensitive information and situations, and problem-solving ability.

**Areas of professional expertise:**

|  |  |  |
| --- | --- | --- |
| * Project Management * Technical Writing * Data Management * Self-motivated * Proactive Time Management * Process Development | | * Excel Master * Workflow Process Improvement * Continuous Quality Improvement Advocate * Strong Work Ethic * Problem Solving * Universal Modeling Language (UML) |
| **CMS:** WordPress, Drupal, Dreamweaver  **Databases:** MMIS, DS3, Access, MYSQL, Data Analytics  **Graphic Art:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind | **Social Media:** Facebook, Twitter, G+, GitHub, Pinterest  **Programming Languages**: HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A  **Cloud Tools:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, Hootsuite, Evernote, Slack, Google Analytics | |

**PROFESSIONAL SKILLS**

**Alaska Office Specialists 2008-Present**

* **Business Consulting ~ Workflows Design and Development:**Building tools to solve workflow problems.
* **Technical Writing:**Complete illustrated or diagrammed instructions written with the end user in mind.
* **Documents & Spreadsheets:**Proofreading and editing of short stories, resumes, technical books, sewing patterns, and websites.
* **Websites:** Install, setup and maintain the look, security and functionality of a website

**Sue’s Tiny Costumes 1995-Present**

* **Project management** and project planning of 2 technical books and 100+ patterns
* **Marketing** of new and current patterns via website development, blog content and social media outlets
* **Photography** of finished items for patterns and website

**State of Alaska May 2008-Dec 2017**

**Senior Service Technician** (Administrative Support)/Office Assistant I & II/Admin Clerk II

* **SharePoint** **Administrator** for Team and Division sitesas well as subject matter expert and developer
* **Effectively explain ideas** and information to both technical and managerial users via procedures and manuals
* **66% improvement** of data workflow processes
* **85% increase** in data collection & notification efficiency

**EDUCATION**

**Charter College – Alpha Beta Kappa, Dean’s List**

* B.S. Degree in Business Management & Technology

**Microsoft Office Master Certification**

**RELEVANT PROJECTS**

**Settings compliance**: D*evelopment of a single tool to capture data, consolidate it, and generate individualized notices*. *Development of a macro to take 1000+ final notices to a mass email merge of PDF files.* *This includes documenting the process and training the team.*