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**Sewing Project Manager**: Application for tracking supplies and sewing or crafting projects

**Settings Compliance & Compliance Tool:**Provided project planning & management to develop a single tool to capture data, aggregate, and generate individualized notices, programming a custom macro.

**Application Tracking System:** Created an interim data tracking system using SharePoint to measure the time frames for processing applications.

Sue has a strong IT background who is searching for an opportunity where she can utilize her extensive knowledge in software development, project management, software documentation, and programming.

WORK EXPERIENCE

**TECHNICAL WRITER** 2022

*Credit Union 1*

• Procedural documentation, manage document life cycle

• Compile and format a variety of documents

• Manage multiple projects simultaneously while staying on time and under budget

**SECRETARY OF THE BOARD, TECHNICAL SUPPORT** 2017 to Present

*Alaska Collaborative for Telehealth and Telemedicine*

• Information management for both board materials and website updates

• Direct correspondence or answer questions via chat, email & social media

• Work with the board to develop policies and procedures along with changes

• Compile minutes, track documents and ensure compliance with local regulations for website requirements for reporting

**DATA ANALYST**  2018 to 2019

*Launch Consulting*

• Performing troubleshooting, root cause analysis, and resolving data integrity issues

• Assist clients with technical issues and escalate to technical team if required

• Conducting detailed research and analysis required to ensure compliance with established business rules.

• Use of multiple internal systems including PowerBI, Excel, MSRA, Calc and SDS for reports and processing.

• Processed approximately 300 accounts per month.

#### SENIOR SERVICES DATA TECHNICIAN 2008 to 2017

*State of Alaska*

• UAT testing of new database system following written instructions to find bugs, going off script to experiment and find unknown bugs and report results to development team

• Translate requirements for database from simple SharePoint Application Tracking System to robust database system providing end points

• Test new installs and upgrades of software such as MS Office 2003 to MS Office 2007 to MS Office 2015 and providing team support when rolled out to team

• Test new build images when moving from Windows XP to Windows 7; able to break builds and find bugs in settings in less than a day of use

**Software Development** 2022

ENTITY Academy x Woz U

**Bachelors of Science Business Management and Information Technology**

**Associate of Science Computer Science: Concentration in Business Applications**

Charter College 2006-2009

Alpha Beta Kappa, Dean’s List

SOFTWARE DEVELOPMENT PROJECTS

SKILLS

* Agile Project Management
* Trello, Git
* Google Suite/Microsoft Office Suite
* HTML, JavaScript, CSS, JSON, Node.js
* Software Development Life Cycle
* VSCode
* API integration
* Postman, endpoint management
* MongoDB
* MySQL, MySQL Workbench

github.com/suedarby

linkedin.com/in/suedarby

/

sue.a.darby@gmail.com

Palmer, Alaska

907-707-5654

EDUCATION

CONTACT