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| Sue Darby  **B.S. Business Management & Information Technology**  **B.S. Business Management Practice**  **Achievements**  **Website Management ~** WordPress installation, theme & plugin setup, maintenance and management of sites centered around topics. A total of 16+ websites both personal and professional.  **Settings compliance** ~ Development of a single tool to capture data, aggregate, and generate individualized notices. 1000+ final notices to a mass email merge of PDF files using Adobe, Excel and Outlook. Time savings for team of 66%.  **Application Tracking System** ~ Created an interim data tracking system using SharePoint to measure the time frames for processing applications. Team efficacy improvement 74%.  **Skills**  Microsoft Office, Adobe Acrobat, Content Management, SharePoint, Adobe Pro, Google Drive Office Suite, Databases, Access, Project, OneNote, Visio, Star UML  **907-707-5654** [**sue@sue-a-darby.com**](mailto:sue@sue-a-darby.com)  [**www.sue-a-darby.com**](http://www.sue-a-darby.com) | Sue Darby  **B.S. Business Management & Information Technology**  **B.S. Business Management Practice**  **Achievements**  **Website Management ~** WordPress installation, theme & plugin setup, maintenance and management of sites centered around topics. A total of 16+ websites both personal and professional.  **Settings compliance** ~ Development of a single tool to capture data, aggregate, and generate individualized notices. 1000+ final notices to a mass email merge of PDF files using Adobe, Excel and Outlook. Time savings for team of 66%.  **Application Tracking System** ~ Created an interim data tracking system using SharePoint to measure the time frames for processing applications. Team efficacy improvement 74%.  **Skills**  Microsoft Office, Adobe Acrobat, Content Management, SharePoint, Adobe Pro, Google Drive Office Suite, Databases, Access, Project, OneNote, Visio, Star UML  **907-707-5654** [**sue@sue-a-darby.com**](mailto:sue@sue-a-darby.com)  [**www.sue-a-darby.com**](http://www.sue-a-darby.com) | Sue Darby  **B.S. Business Management & Information Technology**  **B.S. Business Management Practice**  **Achievements**  **Website Management ~** WordPress installation, theme & plugin setup, maintenance and management of sites centered around topics. A total of 16+ websites both personal and professional.  **Settings compliance** ~ Development of a single tool to capture data, aggregate, and generate individualized notices. 1000+ final notices to a mass email merge of PDF files using Adobe, Excel and Outlook. Time savings for team of 66%.  **Application Tracking System** ~ Created an interim data tracking system using SharePoint to measure the time frames for processing applications. Team efficacy improvement 74%.  **Skills**  Microsoft Office, Adobe Acrobat, Content Management, SharePoint, Adobe Pro, Google Drive Office Suite, Databases, Access, Project, OneNote, Visio, Star UML  **907-707-5654** [**sue@sue-a-darby.com**](mailto:sue@sue-a-darby.com)  [**www.sue-a-darby.com**](http://www.sue-a-darby.com) | Sue Darby  **B.S. Business Management & Information Technology**  **B.S. Business Management Practice**  **Achievements**  **Website Management ~** WordPress installation, theme & plugin setup, maintenance and management of sites centered around topics. A total of 16+ websites both personal and professional.  **Settings compliance** ~ Development of a single tool to capture data, aggregate, and generate individualized notices. 1000+ final notices to a mass email merge of PDF files using Adobe, Excel and Outlook. Time savings for team of 66%.  **Application Tracking System** ~ Created an interim data tracking system using SharePoint to measure the time frames for processing applications. Team efficacy improvement 74%.  **Skills**  Microsoft Office, Adobe Acrobat, Content Management, SharePoint, Adobe Pro, Google Drive Office Suite, Databases, Access, Project, OneNote, Visio, Star UML  **907-707-5654** [**sue@sue-a-darby.com**](mailto:sue@sue-a-darby.com)  [**www.sue-a-darby.com**](http://www.sue-a-darby.com) |
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