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| **Sue Darby, BS, MOS**  BS Business Management, Microsoft Office Master Certified, Alpha Beta Kappa  **Highlights**   * **Analyze & develop processes** to increase team efficiency * **Develop charts and graphs** for weekly, monthly, quarterly & yearly reporting within team, unit & division * **Develop training materials** including tutorials, policies & procedures * **Team leader for multiple volunteer workers** delegating tasks &overseeing results of work * **Published author** of multiple books and magazine articles   [www.sue-a-darby.com](http://www.sue-a-darby.com) [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com)  907-746-5978 Home 907-334-2639 Work | **Sue Darby, BS, MOS**  BS Business Management, Microsoft Office Master Certified, Alpha Beta Kappa  **Highlights**   * **Analyze & develop processes** to increase team efficiency * **Develop charts and graphs** for weekly, monthly, quarterly & yearly reporting within team, unit & division * **Develop training materials** including tutorials, policies & procedures * **Team leader for multiple volunteer workers** delegating tasks &overseeing results of work * **Published author** of multiple books and magazine articles   [www.sue-a-darby.com](http://www.sue-a-darby.com) [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com)  907-746-5978 Home 907-334-2639 Work |
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