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| ***Sue Darby*** | **Contact**  907-707-5654  sue@sue-a-darby.com | | | **Portfolio**  [www.sue-a-darby.com](http://www.sue-a-darby.com)  [www.linkedin.com/in/suedarby](http://www.linkedin.com/in/suedarby) | |
| **Computer geek seeks interesting challenges!**  **I want to help you work better than you did yesterday!** | | | | | |
| **Computer Skills**  **CMS:** WordPress, Drupal, Dreamweaver  **Markup & Programming Languages:** HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A  **Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS, MYSQL, PHPMyAdmin, CPanel  **Graphic Art:** Corel Draw, Inkscape, Gimp, Visio, Star UML, Dia, Freemind  **OS:** Windows, Linux, Android  **Cloud Tools:** Evernote, Toodledo, Gmail, Google Drive, Dropbox, Hootsuite  **Social Media:** Facebook, Twitter, G+, GitHub, Pinterest  **Office Suites:** Master Certified Office, Project, SharePoint, OneNote, Open Office, Adobe Acrobat, Open Office | | **Achievements**   * Website design, development, including hand coded and Wordpress based websites * Administrator of Division Archiving SharePoint as well as subject matter expert for system * Effectively explain ideas and information to both technical and managerial users * Manage social media accounts, website and marketing of patterns and books * 66% improvement of workflow processes * 85% increase in data collection & notification efficiency * 50%; improved time management; reduce management’s information systems data entry * Quality control and maintain 1500 records * Create reports for a variety of purposes using tables, formulas, charts and graphs * Provide detailed technical assistance to members of the public, managerial and technical users | | | |
| **Other Skills**  Self-motivated, strong work ethic, Project Management, Proactive time management, Problem Solving, Tracking systems development & management, Marketing, Technical Writing, Data Analytics, Universal Modeling Language (UML), customer service (in-person, phone and online) | | | | | |
| **Experience** Senior Services Technician/Office Assistant I & II/Admin Clerk II ~ State of Alaska ~ 2008 – Present Computer Instructor & Career Development ~ Nine Star Education & Employment ~ 2006 - 2008 Technical Writer/Webmaster/Author/Business Owner ~ Sue's Tiny Costumes ~ 1995 – Present | | | | | |
| **Education** Charter College – Alpha Beta Kappa, Dean’s List B.S. Degree in Business Management & Technology: Concentration in Business Applications B.S. Degree in Business Management & Technology Associate of Applied Science Degree in Computer Science : Concentration in Business Applications Associate of Applied Science Degree in Business Management Practice Certificate in Computerized Office Associate Certificate in Computerized Office Specialist Microsoft Office Master Certification Word, Excel, Access, PowerPoint | | | | | |

