[**1996 to Present**](http://www.sue-a-darby.com/)

[***Owner of Sue’s Tiny Costumes***](http://www.sue-a-darby.com/)

[Internet Based](http://www.sue-a-darby.com/)

[? Author of 2 self-published books, Pattern Drafting for Miniatures and Pattern Making for Dolls](http://www.sue-a-darby.com/)

[? Articles published in International Doll Magazine, Doll Castle News and Dolls In Miniature](http://www.sue-a-darby.com/)

[? Developer of over 100 miniature and small doll patterns](http://www.sue-a-darby.com/)

[? Webmaster of 35 page site](http://www.sue-a-darby.com/)

[? Online teacher of pattern drafting classes for dolls & miniature dolls](http://www.sue-a-darby.com/)

[? Web site and blogs are over 100 pages of products and information related to miniature, small and fashion dolls](http://www.sue-a-darby.com/)

## **Business Management & Marketing**

* Manage small business including product development, class development, marketing & budget
* Project management including task management, goals, timelines and GANTT Charts
* Set project goals, determine risks, prepare contingency plan, & time line for achievement
* Participate in work groups for new regulations & new application
* Participate in a variety of business promotional activities on social media, other groups & forums

## **Administrative**

* Cut Management Information Systems input time by 50%
* Brainstorm ways to streamline the administrative processes, database improvements
* Screen Certification Packets, checking for completeness & updating databases as required
* Monitor compliance with the new requirements for training
* Provide technical assistance within scope of Quality Assurance, Provider Certification; program statutes, regulations, policies, & procedures
* Support staff for Quality Assurance Unit (team of 18), Provider Certification & Recipient Services
* Develop specific process for processing archival & offsite storage of files

## [**Sue’s Tiny Costumes**](http://www.suestinycostumes.com/) **1996 to present**

Web Based

Professional Achievements

* Author of 2 published books, Pattern Drafting for Miniatures & Pattern Making for Dolls
* Articles published in International Doll Magazine, Doll Castle News Dolls, Bears & Anywears, & Dolls In Miniature
* Develop over 100 miniature & small doll patterns
* Website design, development, & marketing
* Curriculum development for online classes

## [**Books, Music & More**](http://www.books-music-more.com/) **2008 to present**

Web Based

Professional Achievements

* Article writing
* Affiliate program links
* Research
* Marketing
* Social media management

## [**Alaska Office Specialists**](http://www.alaskaos.com/) **2008 to Present**

Web Based

Professional Achievements

* Article writing
* Business development
* Research
* Marketing
* Social media management
* Consulting

## **Volunteer Work**

* PRIDE Program Rasmussen – Grant Writer 2008
* Chugiak Children’s Services Head Start – Classroom Aide 2004
* www.integrity-designs.com –Marketer 2003
* www.minidolllist.com – Graphic Designer for 2003
* Shirley’s Creative Designs – Production Assistant July 1992 to 2002

## **Certifications**

Microsoft Office 2003 Master

March 2009 Nine Star Education & Employment Services Anchorage, AK

## **Training**

Introduction to Share Point with Lab State of Alaska Senior & Disabilities Services April 2011

HIPAA Security 201 State of Alaska Senior & Disabilities Services March 2011

Introduction to Supervisor Training State of Alaska March 2011

Basic Care Coordination Training for QA State of Alaska Senior & Disabilities Services March 2010

Introduction to Office 2007 State of Alaska Senior & Disabilities Services May 2009

Organizations, Memberships & Workshops

Balancing Life & Work John Parker August 2007

Novel Install Fest IT Expo October 2006

AmeriCorps Conference National Association for Community Volunteerism April 2006 & 2007

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## **Professional Memberships**

Association of Information Technology Professionals Charter College October 2006- 2009

[**Volunteer Work**](http://www.sue-a-darby.com/)

[**2004** Chugiak Children’s Services Head Start **-Classroom Aide**](http://www.sue-a-darby.com/)

|  |
| --- |
| [**2003**](http://www.sue-a-darby.com/)[www.integrity-designs.com](http://www.integrity-designs.com/) - **Web site Marketer** |
| **2003**[*www.minidolllist.com*](http://www.minidolllist.com/) - **Graphic Designer** |

**Education**

|  |  |
| --- | --- |
| April 2006 to April 2009  **B.S. Business Management & Technology**  **B.S. Business Management Practice**  **A.S. Business Management Practice**  **Certificate Office Applications** | Charter College  Anchorage, AK |
| **Microsoft Office Specialist/Expert Excel**09/2007 & 03/2009  **Microsoft Office Specialist/Expert Word**03/2007 & 10/2007  **Microsoft Office Specialist Power Point**09/2007  **Microsoft Office Specialist Access** 11/2007 | Nine Star Education & Employment Services  Anchorage, AK |
| May 2003 to present  **Website Development & Design**  GNC Web Creations | Online Self Study |

**Awards**

|  |  |
| --- | --- |
| **Alpha Beta Kappa Lifetime Member 2009**  Charter College | Anchorage, AK |
| **Dean’s List June 2006 to April 2009**  Charter College | Anchorage, AK |
| **May 1997 Alpha Gamma Sigma Honors Society**  Solano Community College | Suisun, CA |

**Professional Organizations & Seminar-Workshops**

|  |  |
| --- | --- |
| **Association of Information Technology Professionals** | 2006-2009 |
| **Balancing Life & Work** John Parker | Anchorage, AK August 2007 |
| **Novel Install Fest** IT Expo | Anchorage, AK October 2006 |
| **AmeriCorps Conference National Association for Community Volunteerism** | Anchorage, AK April 2006 & 2007 |

**Web Site & Blog Development**

|  |  |
| --- | --- |
| [www.suestinycostumes.com](http://www.suestinycostumes.com/)  [www.books-music-more.com](http://www.books-music-more.com/) | Owner |
| [www.alaskaos.com](http://www.alaskaos.com/)  [www.coffee-institute.com](http://www.coffee-institute.com/) |  |

## **Technical Achievements**

* Design and implementation of projects. “Habilitation Homes Project” &“Critical Incident Report Tracking
* Streamline administrative processes, database improvements, data tracking and report processes
* Effectively explain ideas and information to both technical and managerial users
* Manage social media accounts, (FaceBook, Twitter, Pinterest, YahooGroups, Webrings) website and marketingof patterns and books
* Website design, development, including hand coded and Word Press based websites
* Gather data and develop monthly statistic tracking and reporting for internal use and grant reporting (Darby Report)
* Management Achievements
* Lead, train and delegate tasks to clerical staff (up to 3 on team)
* Analyze skills and issues of career seekers for position matching, resumes, cover letters, and interviews

## **Writing Achievements**

* Copyright, publish books and patterns
* Develop and continually improve administrative and unit processes
* Research and write resumes and Curriculum Vitae; assist clients in successfully attaining goals
* Develop and update training material, teach and tutor classes in Introduction to computers; MS Office Certification preparation

## **Administrative Achievements**

* Reduce Management’s information systems data entry 50%; improved time management
* Screen incoming applications to ensure completeness