**Sue Darby**

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Data Analyst

# Summary

Adept with formatting programs, content management systems, office suites and code. Sue excels at improving workflows and documenting processes. She is known for her ability to accomplish assignments and projects on time thanks to her love of task lists and project management skills. She is a collaborative team member, getting along well with people around her. She is a great asset to a team!

# Achievements

* Appointed SharePoint Administrator for 3 sites to develop internal tools, including technical documentation, managed additional sites
* Built custom SharePoint systems for certification, CPR Waivers, archiving and Excel tracking tools for critical incidents & Habilitation Providers compliance
* Habilitation Providers - compilation, analysis, extrapolation and implementation of database modifications
* 66% increase in workflow via macro design, programming, development and implementation
* 85% increase in data collection, clean up & notification efficiency
* Present technical topics to non-technical and technical users in easy to understand language
* Install, setup, manage content creation and maintain look, security and functionality of 10+ websites
* Organize, develop and teach basic sewing classes, online pattern drafting courses, computer courses
* 50% improved time management; reduce management’s information systems data entry
* Create document templates used for generating reports following company style guide

# Skills

* [SharePoint](http://www.sue-a-darby.com/learning/projects.php), Project Management
* [Technical Writing](http://suestinycostumes.com/pattern-drafting-crash-course-for-a-child-doll), Document Management
* Digital, Verbal & Written Communication
* Problem Solving
* [HTML, CSS, JavaScript](http://www.alaskaos.com/web-development-history/), PHP, XML, JSON
* Databases, Access
* [Visio, Star UML](http://www.sue-a-darby.com/umls/), Universal Modeling Language
* Microsoft Office, Adobe Acrobat, Project

[Visual Basic.NET](http://www.alaskaos.com/m4-mass-mail-merge-macro/), [WordPress](http://www.alaskaos.com/web-development-history/),  [Adobe Pro](http://www.alaskaos.com/date-stamping-in-adobe/), [PHP](http://www.sue-a-darby/learning/index.php), [Self-motivated,](http://www.sue-a-darby/learning/cont-ed.php) [Google Drive Office Suite](http://www.sue-a-darby.com/where-do-i-or-have-i-used-these-programs/), WAMP, Perl, BASIC A, MYSQL, PHPMyAdmin, OneNote, Drupal, Dreamweaver, Corel Draw, Paint Shop Pro, Windows, Linux, Android, GitHub, Slack, Visual Studio Code, Trello, Content Management & WordPress, Attention to Details, Mentor Team Members, Customer Centric Service, Self-Motivated

# Experience

**Technical Writer ~** [Alaska Office Specialists](http://www.alaskaos.com/) [www.alaskaos.com](http://www.alaskaos.com) ~ 2008-Current ~ Palmer, AK

**Member ~** Amtgard, Kingdom of Northreach ~ 2018-Current

**Secretary ~** Alaska Coalition for Telehealth & Telemedicine [www.akctt.org](http://www.akctt.org) ~ 2017-Current

Technical Writer & Published Author ~ Sue’s Tiny Costumes www.suestinycostumes.com ~1995-Current ~ Palmer, AK

**Senior** **Services** **Technician** **~** State of Alaska ~ [www.alaska.gov](http://www.alaska.gov) ~2008 - 2017~Anchorage, AK

**Computer Instructor & Career Development ~ Nine Star Education & Employment** [www.ninestar.org](http://www.ninestar.org) ~2006 – 2008

# Education

**Charter College** ~ 2009 ~ Alpha Beta Kappa, Dean’s List

B.S. Degree in Business Management & Technology: Concentration in Business Applications

B.S. Degree in Business Management & Technology

A.S. Degree in Computer Science: Concentration in Business Applications

A.S. Degree in Business Management Practice

Microsoft Office Master Certification

# Courses

JSON, XML, JavaScript, Data Science, Marketing, APIs, Advanced HTML, CSS, Angular, DITA, SharePoint, Unity/C#