***Sue Darby***

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***Computer Skills***

**CMS:** WordPress, Drupal, Dreamweaver

**Programming Languages:** HTML, CSS, JavaScript, Perl, VisualBasic.NET, BASIC A

**Databases:** MMIS, DS3, Citrix, Access, Enterprise, COGNOS, MYSQL, PHPMyAdmin, CPanel

**Graphic Art Suites:** Corel Draw, Inscape, Gimp, Paint Shop Pro, Visio, Star UML, Dia, Freemind

**Operating Systems:** Windows 3.1-7, DOS 3.3, Ubuntu; Android

**Cloud Based:** Evernote, Toodledo, Gmail, Google Drive, Dropbox,Hootsuite

**Social Media:** Facebook, Twitter, G+, GitHub, Pinterest, Linkedin business pages

**Office Suites:** Master Certified MS Office 2003-2010, MS Project, MS SharePoint 2007-2010, OneNote, Open Office, Adobe Pro X and XI, KingSoft Office, Open Office

***Technical Achievements***

* Website design, development, including hand coded and Wordpress based websites
* Site manager and web master iA3.io social media manager
* Design and implementation of projects; Application Tracker, Habilitation Homes and Critical Incident Report Tracking
* Administrator of Division Archiving SharePoint as well as subject matter expert for system
* 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, website and marketing of patterns and books
* Gather data and develop monthly statistic tracking and reporting for internal use and grant reporting

***Management Achievements***

* Lead, train and delegate tasks to support staff
* Reduce Management’s information systems data entry 50%; improved time management

***Writing Achievements***

* Publish 2 books with copyrights, multiple articles, technical instructions with drawn diagrams
* Procedure development for Archiving, filing; tutorials for using automation features of software
* Research and write resumes and Curriculum Vitae; assist clients in successfully attaining goals

***Experience (Full-Time)***

*State of Alaska, Division of Senior & Disabilities Services, Provider Certification and Compliance*

Senior Services Technician Feb 2014-Present

Office Assistant II Nov 2011-Feb 2014

Admin Clerk II May 2008-Nov 2011

***Experience (Part-Time)***

*Sue’s Tiny Costumes* Entrepreneur/Webmaster Oct 1995-Present

*Alaska Office Specialists* Entrepreneur/Webmaster Oct 2008 -Present

*Books, Music & More* Entrepreneur/Webmaster Oct 2008 -Present

*Coffee Institute* Entrepreneur/Webmaster Oct 2008 -Present

*Nine Star Education & Employment*

Career Development Mentor & Computer Instructor Apr 2006-Apr 2008

***Volunteer***

***IA3.io. WebMaster/Social Media Manager Oct 2015-Present***

***Education***

**Charter College Bachelors of Science– Business & Technology Alpha Beta Kappa 3.85 GPA**

**Relevant Classes**

~Technical Writing ~ Project Management ~ Statistics ~ Research Methodologies ~ Telecommunications ~ Advanced Web Development ~ Visual Basic.NET ~ Business Law ~ Contract Management ~ Human Resources ~ Operations Management ~ Perl ~ Marketing ~ JavaScript~

**Continuing Education**

~Java ~~HTML 5~CSS~JavaScript~PHP MYSQL~Web design ~Game Development with Unity and C#~

**Training**

COGNOS (database report manager) 2014

HIPAA Security 201 State of Alaska 2008-2014

Archiving Basics State of Alaska 2012

Introduction to Share Point with Lab State of Alaska 2011

Introduction to Supervisor Training State of Alaska 2011