**Sue Darby**

(907)707-5654 |Sue@sue-a-darby.com | www.sue-a-darby-com | www.linkedin.com/in/suedarby

**EXACT MATCH JOB TITLE**

SUMMARY

Sue is a specialist at bridging the gap between business managers and IT professionals, working with both users and developers. She excels at identifying execution steps, building processes and diagrams.

QUALIFICATIONS

Keyword Qualification Highlight 1, Qualification Highlight 2, Qualification Highlight 3, Qualification Highlight 4, Qualification Highlight 5, Qualification Highlight 6 & Qualification Highlight 7.

WORK EXPERIENCE

**State of Alaska**

Anchorage, Alaska

May 2008-Present

**Senior Services Technician/Office Assistant I/II/ Administrative Clerk II**

Create an impressive summary of your past performance that relates to the job for which you are applying. Use a few exact match keywords from the requirements section of the job description.

- Portfolio or performance highlight 1

- Portfolio or performance highlight 2

- Portfolio or performance highlight 3

**Nine Star Education & Employment**

Anchorage, Alaska

April 2006-April 2008

**Career Development Mentor & Computer Instructor - Americorps**

Create an impressive summary of your past performance that relates to the job for which you are applying. Use a few exact match keywords from the requirements section of the job description.

- Portfolio or performance highlight 1

- Portfolio or performance highlight 2

- Portfolio or performance highlight 3

**Sue's Tiny Costumes**

www.suestinycostumes.com

September 1995-Present

**Webmaster, Product Developer, Technical Writer, Manager, Marketer, Coordinator, Owner**

Create an impressive summary of your past performance that relates to the job for which you are applying. Use a few exact match keywords from the requirements section of the job description.

- Portfolio or performance highlight 1

- Portfolio or performance highlight 2

- Portfolio or performance highlight 3

EDUCATION

**School Name**

Location

Start Date - End Date

**DEGREE EARNED**

Describe the achievements or honors you received during your education that is relevant to both your career and the job for which you are applying. If none, leave this blank.

SKILLS

**SKILL CATEGORY 1**

SEO Keyword

SEO Keyword

SEO Keyword

**SKILL CATEGORY 2**

SEO Keyword

SEO Keyword

SEO Keyword

**SKILL CATEGORY 3**

SEO Keyword

SEO Keyword

SEO Keyword

**SKILL CATEGORY 4**

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

**SKILL CATEGORY 5**

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

**SKILL CATEGORY 6**

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

SEO Keyword

**And Many More**

CERTIFICATIONS

List licenses and certifications here in a comma separated format.

ACCOMPLISHMENTS

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

**Name of Company**

Project Title

PERSONAL INFORMATION

Show accomplishments, awards, personal uniqueness and philanthropy here. Keep in mind your target employer and display appropriate personal information.