Feedback? Stuff I forgot?

<http://anchorage.craigslist.org/ofc/2886715408.html>

Dear Hiring Manager,

I would like to express my interest in your Document Control position posted on Craigslist Posting ID 28786715408.

 As an Office Assistant II for the State of Alaska, Senior & Disabilities Services, Quality Assurance Unit, I have been involved in:

* creating the Business Process and tools for
  + file naming
  + document organization
  + file management
* I am the first line of defense for all incoming documentation via
  + fax,
  + e-mail
  + mail
  + in person communications
* I am the team lead for three volunteers and train others to
  + help manage documents in the database
  + archiving processes
  + network drive electronic document management
* I am involved in planning and implementing system reports
  + *Commissioner’s Dash Board* for Senior & Disabilities
  + updating various systems such as the internally used DS3 database
* Creating and tracking various processes and documentation flow including
  + *Provider Certification Applications*
  + *CPR & First Aid Waivers*
  + *Provider Change Requests*
  + *Critical Incident Reports*
* Report on the status of applications within the certification process
* Charting the months that have more applications due to help plan ahead and better manage workflow for the unit.

I am Master Certified in MS Office 2003 (Word, Excel, PowerPoint & Access)

* I am very well versed in Office 2007 using various functions
  + Pivot Tables
  + Complex mail merges
  + Managing multiple e-mail boxes efficiently
  + QuickParts
  + Advanced formatting
* I am also familiar with many other programs such as
  + Office suites (Open Office)
  + Databases (Access, SQL)
  + Operating systems (XP, Server 2003, Linux Ubuntu)
  + Graphics programs (Corel Graphics Suite, Inkscape, Gimp)
  + Internet browsers (IE, Opera, Firefox, Chrome)
* I am capable of learning new systems and programs quickly

I believe these skills and many others I have accumulated will benefit your company.  Attached in PDF format, is my resume detailing more of my skills and experience.  I can be reached during the day at [907-334-2639](tel:907-334-2639) or in the evenings after 6pm at [907-746-5978](tel:907-746-5978). I look forward to hearing from you soon.   
  
Thank you for your time and consideration.

Sincerely,

Sue Darby

-----------------

900 Josh Dr

Palmer, AK 99645

Email: [sue@sue-a-darby.com](mailto:sue@sue-a-darby.com)

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

LinkedIn: [http://www.linkedin.com/in/suedarby](http://www.linkedin.com/in/suedarby" \o "View public profile" \t "_blank)