



Susan G. Huth

Computer Training / Substitute Teacher
2419 Wharton Road, York, Pennsylvania 17402
www.Huth.us ~ (717) 840-0042

Areas of Expertise

- Conduct facilitator-led classroom instruction.
- Perform training needs analysis.
- Manage all aspects of training from course content and structure to trainer and facilities scheduling.
- Demonstrate application development and programming skills.
- Write and edit training materials.
- Exhibit personal computer expertise in many diverse software packages.

Education

- 8/05 Microsoft Office Specialist and Master Instructor – Office 2003**, Certiport
- 9/01 Microsoft Office Specialist Master Instructor – Office 2000 and 97**
- 9/01 Certified Technical Trainer (CTT+)**, CompTIA
- 11/00 Microsoft Office User Specialist-Office 2000 Master.** Involves passing the Word Expert, Excel Expert, PowerPoint, Access, and Outlook exams.
- 5/00 Microsoft Office Authorized Instructor**
- 4/99 Microsoft Office User Specialist Master - Office 97**, Certiport
- 10/97 Certified Technical Trainer (CTT)**, The Chauncey Group International Ltd.
- 10/92 How to Teach People to Use Computers**, Elliot Masie, Masie Institute
- 7/90 Financial Accounting**, The Pennsylvania State University (Independent Learning)
- 4/90 Designing with Desktop Publishing Seminar**, Business and Professional Research Institute
- 6/88 COBOL Programming**, The Pennsylvania State University (York)
- 5/85 Bachelor of Science, Mathematics**, The Pennsylvania State University

Experience

10/99-Present

Substitute Teacher for York Suburban School District, York, PA
Emergency Certificate for Day to Day Teaching

4/93-Present

Independent Computer Consultant
Working in the areas of Training, Application Development, Programming, Writing, Desktop Publishing, and other miscellaneous Personal Computer needs.

6/89-2/93 Consultant with ADIA Information Technologies, Mechanicsburg, PA

AMP Inc., Harrisburg Pennsylvania

Computer Skills Training Specialist

- Earned Employee of the Month in October 1990.

DuPont, Newark, Delaware

Environmental Software Specialist

DuPont, Camp Hill, Pennsylvania

Group Technology Project Team Member and Programmer

- Awarded STAR for outstanding performance in February 1990.

3/86-2/89 Consultant with Bechtel Power Corporation, San Francisco, CA

Philadelphia Electric Company, Peach Bottom Atomic Power Station, Delta, Pennsylvania

Special Projects Engineer

- Received two promotions in a one year time span.

8/85-3/86 Temporary Employee with Employment East and Byrnes Group, York, PA

Donn Corporation, Floor Division, Red Lion, PA

Personnel Assistant

General Defense Corporation, Flinchbaugh Division, Red Lion, PA

Insurance Administrator

- Developed from Clerk to Insurance Administrator.