

Sarka Sevcikova

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/ WORK EXPERIENCE

CLIENT SERVICE MANAGER FOR MICROSOFT

Wunderman Thompson, remote | 11/2020–04/2022

- I was helping stakeholders to create, plan, and execute digital campaigns for CEE market
- Created accessibility guidelines based on WCAG for the team and external agencies
- Completed internal documentation about web development
- Used tools: Dynamics 365, MS Clarity UX Tool, Adobe Illustrator, Adobe Photoshop

TECHNICAL WRITER

Rockwell Automation | 01/2020–10/2020

- I was working in an agile environment and supporting multiple teams
- Prepared a prototype of the internal website based on usability testing
- Designed technical documentation by tutorials, best practices, and how-to articles
- I utilized common agile tools such as Jira and Confluence. I also used Adobe XD, git version-control system, Markdown, WordPress, diagramming tools

DIGITAL SERVICE DELIVERY PLANNER FOR MICROSOFT

Wunderman Thompson | 12/2018–12/2019

- Responsibility for the outputs of the Digital Team (10+ people), teaching team members and stakeholders about processes, tools, and accessibility
- I was regularly cooperating with teams in Munich, Delhi, Beirut, and Seattle
- I mostly used ServiceNow CRM, Dynamics 365, proprietary CMS (SiteMuse), HTML, CSS, JS, Litmus Email Testing Tool

DIGITAL SPECIALIST/CODER

Wunderman Thompson | 09/2017–12/2018

- Creating and maintaining Microsoft corporate websites for European markets
- Coding responsive website and HTML e-mails using HTML, CSS, JS, Quality Assurance
- Redesigning websites to a new framework following brand guidelines and a design system
- Website accessibility assessments and final evaluations

- Primarily using HTML5, CSS3, JavaScript, Microsoft Web Framework, Adobe Photoshop, WordPress, and proprietary CMS

WEB CONTENT EDITOR

Czech Radio | 06/2009–11/2016

- Being a member of the editorial office of Radiozurnal.cz, my everyday work included writing articles, editorial work, and proofreading
- Studio photography, photo manipulation, audio editing, content development
- I was using Sound Forge Audio Studio, Audacity, Google Analytics, Photoshop

/ CERTIFICATION

Professional Scrum Master issued by Scrum.org in 2021

Google UX Design issued Coursera/ Google in 2022

/ SKILLS

- HTML5, CSS, basics of JavaScript
- basics of Python 3, Flask, git
- Adobe Photoshop, Adobe Illustrator
- Figma, Adobe XD
- WordPress – user perspective and WordPress API basics, comprehensive overview of publishing platforms and workflows

/ LANGUAGES

- **English** – professional level
- **Swedish** – intermediate with practice (B1/B2), Glossa Sweden school graduate 2012

/ EDUCATION

Higher professional degree in Economics and Marketing

/ VOLUNTEERING EXPERIENCE

SCRUM MASTER

Cesko. Digital | 11/2021–02/2022

- Implementing Scrum framework in the Public Procurement Together project
- Sprint Planning facilitations, coordination of work within the team
- I mostly used Slack, Confluence, Jira