

Sarka Sevcikova

✉ sarka.sevci@gmail.com

💻 www.sarkasevcikova.com

🚀 linkedin.com/in/sarkasevcikova

EXPERIENCE

DIGITAL SPECIALIST

Coral Travel | 11/2022–ongoing

- Crafting landing pages, forms, and emails. Handling content review, design, reporting
- Identifying and documenting bugs on B2C and B2B platforms, managing task triaging
- Overseeing the localization of the B2B platform

Utilizing Jira, Asana, proprietary CMS, SALESmanago automation platform, Google Analytics

CLIENT SERVICES MANAGER / MARKETING COORDINATOR FOR MICROSOFT

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

- Cooperated with Microsoft stakeholders to organize, create, plan, and execute digital campaigns for Microsoft Azure in the CEE Area. It primarily included web development, email marketing, localization, and lead management.
- Created accessibility and web development guidelines for the team and external agencies

Used Dynamics 365, MS Clarity UX Tool, Adobe Photoshop, Illustrator, Adobe Analytics, Power BI.

TECHNICAL WRITER

Rockwell Automation, remote | 01/2020–10/2020

- Collaborated with multiple cross-functional teams to design and improve the technical documentation
- Developed tutorials, user friendly how-to articles, and diagrams
- Redesigned the documentation and the internal website based on user research and guidelines

Utilized agile tools like Jira and Confluence, along with Adobe XD, Markdown, Wordpress, Draw.io diagramming tool, git version-control system

DIGITAL SERVICE DELIVERY PLANNER FOR MICROSOFT

Wunderman Thompson | 12/2018–12/2019

- Coordinated the website creation process and provided consultations to stakeholders on web design, accessibility, tools, and processes
- Responsibility for the output of the Digital Team (10+ people)
- Completed website accessibility assessments and concluded final evaluations

Leveraged ServiceNow, Dynamics 365, proprietary CMS, Adobe Photoshop, Web Content Accessibility Guidelines (WCAG) and Microsoft Accessibility Standards to meet accessibility requirements.

DIGITAL SPECIALIST / CODER

Wunderman Thompson | 09/2017–12/2018

- Developed and maintained responsive and accessible Microsoft corporate websites, HTML emails, and templates
- Ensured compliance with Web Content Accessibility Guidelines (WCAG), Quality Assurance
- Redesigned websites following brand guidelines and WCAG

Used proprietary CMS (SiteMuse/ MSCOM CMS, RedTiger CMS), Wordpress, HTML5, CSS3, JS, Bootstrap/ Microsoft Web Framework, WordPress, Salesforce Marketing Cloud, Litmus Email Testing Tool, Adobe Photoshop

WEB CONTENT EDITOR

Czech Radio | 2009-2017

- Content creation, proofreading, and editorial work with a portfolio of 2000+ articles
- Studio photography, photo manipulation, and audio editing

Utilized Adobe Photoshop, Sound Forge Audio Studio, Audacity, Wordpress, proprietary CMS, Google Analytics, Avid iNews

TOOLS

- **Web technologies:** HTML5, CSS3, basics of JS, Web Content Accessibility Guidelines, basics of SQL
- **Marketing automation:** SALESmanago, Salesforce Marketing Cloud, Litmus Email Testing Tool
- **Multimedia:** Adobe Photoshop, Illustrator, Figma
- **Wordpress** (simple theme development using HTML, CSS, and basics of PHP), Elementor Pro
- **Project management tools:** ServiceNow, Dynamics 365, Jira, Confluence, Asana
- **Analytics tools:** Google Analytics, Clarity UX Tool

EDUCATION AND CERTIFICATIONS

Professional Scrum Master issued by Scrum.org in 2021

acquired skills: the Scrum framework, the Scrum Master role, how to apply Scrum

Google UX Design issued Coursera/ Google in 2022

acquired skills: the foundations of UX design, wireframing, prototyping, Figma

Higher professional degree in Economics and Marketing

LANGUAGES

English professional proficiency

Swedish intermediate (B1/B2), Glossa Sweden school graduate