

Sarka Sevcikova

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/ WORK EXPERIENCE

SCRUM MASTER

volunteering experience for Cesko. Digital | 11/2021

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

CLIENT SERVICE MANAGER FOR MICROSOFT

Wunderman Thompson, remote | 11/2020

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

TECHNICAL WRITER

Rockwell Automation | 01/2020–10/2020

- I was working in agile environment and supporting multiple teams
- Designed technical documentation by tutorials, best practices, and how-to articles
- Prepared a prototype of the internal website
- I used Jira, Confluence, Adobe XD, git version-control system, Markdown, WordPress, diagramming tools, SVG

DIGITAL SERVICE DELIVERY PLANNER FOR MICROSOFT

Wunderman Thompson | 12/2018–12/2019

- I coordinated execution process of website development and was removing barriers between stakeholders and the team
- Responsibility for the outputs of the Digital Team (10+ people), teaching team members 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 HTML emails
- Quality Assurance, Website accessibility assessments
- 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. I wrote 2000+ articles.
- Studio photography, photo manipulation, audio editing
- I was using Sound Forge Audio Studio, Audacity, Google Analytics, Wordpress

/ CERTIFICATION

Professional Scrum Master issued by Scrum.org in 2021

/ SKILLS

- Adobe Photoshop and Illustrator, Adobe XD
- HTML5, CSS, Web Accessibility Standards
- basics of JavaScript and Python 3, WordPress – user perspective and WordPress API basics

/ LANGUAGES

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

/ EDUCATION

Higher professional degree in Economics and Marketing

/ HOBBIES

I like learning anything new. When I am not working, I create vector graphics, doing yoga, bouldering, hiking, and taking pictures with an old school analogue camera.