Sarka Sevcikova

Currently in Prague, Czech Republic
sarka.sevci@gmail.com
www.sarkasevcikova.com
linkedin.com/in/sarkasevcikova

// 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 the CEE
- Created accessibility guidelines based on WCAG for the team and external agencies
- Completed internal documentation about web development
- I was using Dynamics 365, MS Clarity UX Tool, Adobe Illustrator, Adobe Photoshop

TECHNICAL WRITER
Rockwell Automation | 01/2020–10/2020

- 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, Jenkins, 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), HTML5, CSS3, JS, Litmus Email Testing Tool

DIGITAL SPECIALIST/CODER
Wunderman Thompson | 09/2017–12/2018

- Creating and maintaining Microsoft corporate websites for the European markets
- Coding responsive website and HTML emails using HTML, CSS, JS, Quality Assurance
- Redesigning websites to a new framework following brand guidelines, accessibility rules, and a design system

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

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
- I was using Sound Forge Audio Studio, Audacity, Google Analytics, Adobe Photoshop

/ CERTIFICATION

Professional Scrum Master issued by Scrum.org in 2021
Google UX Design issued Coursera/ Google in 2022

/ SKILLS

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

/ LANGUAGES

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

/ 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