Sarka Sevcikova

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

Experienced in digital website design, accessibility, and content creation, interested in UX. I like improving products and services to create visible outputs.

// WORK EXPERIENCE

FREELANCE PROJECT MANAGER
remote | 10/2022–12/2022

- Cooperating with enviro-tech agency on their web development projects

CLIENT SERVICES 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 and internal documentation about web development
- I was using Dynamics 365, MS Clarity UX Tool, Adobe Illustrator, Adobe Photoshop

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

- Designed and improved technical documentation by tutorials, best practices, and how-to articles
- Prepared a prototype of the internal website based on user testing
- 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), HTML5, CSS3, JS, Litmus Email Testing Tool

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

- Creating and maintaining Microsoft corporate websites
- 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
- 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, proofreading, audio editing for podcast, and studio photography

// 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
- 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