



## Viktoria Bzdyk, MBA

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- ❖ Birthday: 29.10.1997, Wien
- ❖ Religion: without confession

## experience

### EASYNAME GMBH, full time

04/2023 - ongoing

Vienna

Activities: Technical support, answering customer inquiries regarding domains, web hosting, email, DNS, CMS.

### IT-SYSTEME UND CONSULTING GMBH, part time

05/2020 - 03/2023

Vienna

Activities: Website creation and maintenance using WordPress, creation and maintenance of the company's social media accounts, internal communications, back office, marketing planning and execution, content creation, SEO.

### WEBTIMISM e.U., freelance

04/2021 - 12/2023

Homeoffice

Activities: Website creation and maintenance using WordPress, CSS and HTML. Focus: SEO, mobile websites

### JUNIOR ISIT, marginal employment

05/2019 - 12/2019

Homeoffice

Activities: Text production, translation and proofreading for international clients such as Horse Pilot or the marketing agency WOÖ (<https://www.woo.paris/>)

**ÖSTERREICHISCHE POST AG, internship**

08/2018 – 09/2018 und 07/2019 – 09/2019

Vienna

Activities: Sorting and delivery of mail and parcels.

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**SWAPO FITNESS GMBH, marginal employment**

12/2016 – 12/2018

Vienna

Activities: Customer contact and customer service, administration, managing customer data, creating contracts, maintaining the studio.

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**RUDOLF GROISSBÖCK GMBH, marginal employment**

10/2016 – 02/2017

Vienna

Activities: Sale of bakery products, customer contact, set up and organization of the sales stand.

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**GENERALI VERSICHERUNG AG, internship**

07/2016

Maria Enzersdorf

Activities: Office work, administration and management, customer service, internal communication.

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## education

- (2008-2016)  
SPORTGYMNASIUM, Maria Enzersdorf
- (2016-2019)  
BACHELOR DEGREE „Transkulturelle Kommunikation“ at the University of Vienna with the following languages: German, English, French, Polish

Degree: Bachelor of Arts

### Additional courses of the University of Vienna:

- ❖ WordPress Introduction
- ❖ Word Continuation
  
- ❖ Excel 1 Basics
- ❖ Excel 2 Advanced
- ❖ Excel 3 Advanced
- ❖ Excel 4 Data Analysis
- ❖ Excel 5 Power Pivot
- ❖ Excel 6 Power Pivot Advanced
  
- ❖ InDesign Introduction
- ❖ Creating Web Pages HTML & CSS Lecture Series
  
- ❖ HTML & CSS Basics Workshop
- ❖ HTML & CSS Advanced Workshop
  
- ❖ Python 3 Introduction
- ❖ Python 3 Continuation
  
- ❖ Photoshop Introduction
- ❖ Photoshop Continuation

Thesis: "The image of translators doing translation in a power imbalance".

- (SS 2019)  
ERASMUS-STAY in France; continuation of studies at ISIT (École de management, communication, relations internationales)
- (WS 2019)  
EXTENDED CURRICULUM in Journalism and Communication Studies at the University of Vienna
- (WS 2020 – WS 2022)  
MASTERS DEGREE „Digital Business“ at the FH Burgenland

Degree: Master of Business Administration

Thesis: "Sustainable Web Design with WordPress – an attempt to set up sustainability online"

- (10/2022 – 02/2024)  
FULL STACK DEVELOPMENT Course

Contents: CSS, Git/GitHub, HTML, JavaScript, Node.js, Express.js, MongoDB, React.js, Java, PostgreSQL, Docker, Spring Enterprise, Spring Boot

## qualifications

### Website-Portfolio (excerpt):

- ❖ IT-Systeme und Consulting GmbH:  
<https://www.itsc.at/>
- ❖ ToTu Hair and Beauty Salon:  
<https://www.totuhairsalon.at/>
- ❖ ACF Buchhaltung:  
<https://acf-buchhaltung.at/>
- ❖ Klinger's Gästehaus:  
<https://klingersgaestehaus.at/>

### IT-skills:

- Working with Microsoft Office programs (including Microsoft Access Database)
- Working with photo and video editing programs, especially Photoshop and Lightroom
- Working with caching, FTP, databases, web acceleration software
- Working with hosting, DNS, domains, ...

Other courses:

❖ *Ein neuer Schwung für Europa –CIFE-Lehrgang zur EU-Expertin*

❖ *Grundlagen des Onlinemarketings – Google Digital Workshop*

❖ *Pyramids of Giza: Ancient Egyptian Art and Archeology –Harvard X via EDX*

❖ *Introduction to Ancient Egypt and its civilization–University of Pennsylvania via Coursera*

- Programming skills: HTML, XML, CSS, JavaScript, MERN stack, Java, pgAdmin, phpMyAdmin, Git/Github, MongoDB, SpringBoot.
- Working with WordPress

Marketing-Skills:

- Use of the IBM CMC-Console
- Working with Google Ads, Google My Business, Google Analytics
- Advertising via Facebook & LinkedIn
- Direct marketing: planning, calculation & implementation

Languages:

- German: native language
- Polish: C2-level
- English: C1-level (Cambridge certificate)
- French: B2/C1-level (DELF certificate)
- Latin: Small Latinum with Latin supplementary exam at the University of Vienna