

# Curriculum Vitae

## Jana Bačiková

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### Personal Details

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**Date of Birth:** 3. 6. 1976  
**Nationality:** Czech  
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### EDUCATION

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12 / 2008	ITIL V3 Foundation Certificate
08 / 2008	Advanced Adobe Photoshop (Gopas)
July 2007	The Chartered Institute of Marketing (London) – Successful Project Management
2006 - now	VŠE, Prague - Business economy + Finance – consequential master distant studies (expected graduation May 2009)
August 2004	Microsoft Official Course - 2310B Developing Microsoft ASP.NET Web Applications Using Visual Studio .NET
02/00-02/01	International College of Business, Sydney, Australia – Certificate IV in Information Technology Record Management
1995-1998	University of T.G. Masaryk, Brno-Faculty of natural sciences Bachelor of mathematics
1990-1994	Grammar school Lesní Čtvrť, Zlín: school-leaving exam in biology, chemistry, Czech and English language

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## WORKING EXPERIENCES

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04/08 – now     **Oriflame Softwares – Online Specialist**

- Managing process for online catalogue regular release with local administrators
- Online support for local Web Administrators
- Training for local Web Administrators
- Intranet maintenance, support and small development (.NET application)
- PHP development
- Flash development

11/07 – 03/08     **Hudson – Senior Interactive Project Coordinator**

- planning, managing and delivering projects within timeline (small to middle-size web related projects)
- communication with the business, gathering business requirements, dealing with stakeholders
- allocating different tasks to other members of the team

Winner of **Hudson 2007 Chairman's Awards** for best employees.

03/05 – 03/08     **Hudson – Front-End Developer**

- Creating usable, accessible, browser compatible and optimized websites and web pages
- HTML, CSS, usability, accessibility, SEO, XML, PHP, ASP, .NET, JavaScript, XHTML
- Adobe Photoshop, Adobe Illustrator
- Project Management

**Main responsibilities:**

- Standalone sites, newsletters, html emails, company presentations, online forms - development (HTML, CSS, ASP, JavaScript) - "without-tables" layouts compatible for different browsers (IE versions, Mozilla, Opera)
- graphic design (Photoshop, Adobe Illustrator)
- DDA - accessible websites for people with disabilities
- SEO
- Intranet - internal .NET application, administration
- Email Marketing System, SharePoint, Content Management System
- Cooperation on various .NET projects

**Project Management:**

- manage and co-ordinate the flow of all incoming projects to the Interactive team
- review and qualify all requests to ensure that enough information is available before allocating to relevant resource

11/03 – 02/05     **Hudson – Web Content Administrator, Junior Front-End Developer**

- Websites maintenance (Content Management System)
- Content administration, changes to website layout
- Development of small newsletters

12/02 - 06/03 **ADR s.r.o. – Team assistant, computer system administrator**

Working responsibilities – consulting with customers, administration, documents preparation, stock managing, making Power Point presentations, creating a CD catalogue of the studio designs (Photoshop), translations (English), computer maintenance.

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## Language Knowledge

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English	CAE	Certificate in Advanced English 03/2006
French, Spanish	FCE	First Certificate in English (Cambridge) 06/1998 Basic

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## Computer Skills

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<b>Web development</b>	HTML, CSS, XHTML, XML, ASP, PHP, JavaScript, Flash
<b>Graphic design</b>	Photoshop, Illustrator
<b>MS Office</b>	MS Word, MS Excel, MS PowerPoint, MS Project, MS Visio, MS Access

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## Other Skills

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- Web accessibility and usability
  - SEO
  - Good communication skills
  - Analytical and problem solving skills
  - Ability to produce high quality documentation
  - Good training skills
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Personal website: [jana.bacikova.com](http://jana.bacikova.com)