

ZUZANA SEKEROVA

912-398-4202 | zu@sekerova.com | Austin, TX

PROJECT MANAGER

Leading teams and projects from creative conception to successful completion with a gymnast's precision and focus.

WORK EXPERIENCE

August 2012 - present

Business and Marketing Consultant

Kizomba Harmony | Houston, TX

- Establish business and marketing strategies
- Provide direction to enable Kizomba Harmony to reach operational and strategic goals
- Form evaluation processes for internal analysis of daily operations

September 2011 - present

Project Management Director

Kin Valley | Savannah, GA and Austin, TX

- Organize status meetings, communicate project progress and risks associated with changing project requirements and prioritization to the team, CEO, and CTO
- Provide leadership and direction to project management team
- Communicate technical requirements to non-technical team members
- Attend business development meetings
- Review and provide feedback on client presentations in preparation phase to ensure accuracy and feasibility of proposed deliverables

February 2011 - August 2011

Project Manager and Interaction Designer

Kin Valley | Savannah, GA

- Worked with resources geographically spread around the U.S. and overseas, to create, manage and adhere to monthly production schedule
- Researched, gathered project requirements, and created UX design specification documents for interactive product features

July 2010 - November 2011

Office Manager and Bookkeeper

Yates Paving Corporation | Savannah, GA

- Prepared project bid submissions
- Responded to vendor and customer requests
- Managed bookkeeping activities - accounts payable, accounts receivable, account reconciliation, payroll, and payroll taxes

June 2005 - March 2011

Cofounder / Operations Manager

Coach Wayne Gymnastics | Savannah, GA

- Cofounded mobile gymnastics program with 7 mobile locations in Savannah, GA
- Managed operations with over 200 students and 7 staff members
- Communicated with clients to ensure satisfaction and obtain feedback
- Co-created student and instructor curriculum and certification program to unify teaching methodology and serve as a quality control device

ZUZANA SEKEROVA

912-398-4202 | zu@sekerova.com | Austin, TX

February 2005 – February 2006

Project Coordinator / Web Developer

eThree Media | Savannah, GA

- Gathered requirements, managed expectations, communicated project progress, gathered feedback, and delivered final product on client-facing side
- Designed web graphics, interfaces, and user experiences for web sites
- Developed HTML/CSS web pages

EDUCATION

March 2011

Savannah College of Art and Design (SCAD) | Savannah, GA

Bachelor in Interactive Design and Game Development, GPA 3.96

August 2006

South University | Savannah, GA

Associate of Science in Business Administration, GPA 4.0

SKILLS & EXPERTISE

Creative Software: Adobe Photoshop, Illustrator, Flash, and Dreamweaver

Project management and productivity: Agile development, MS Project, Smartsheet, Dropbox, Basecamp, Highrise, Quickbooks, Microsoft Office

Programming languages: AS3, Processing, HTML, CSS

Languages: Slovak, English, and Russian

HONORS AND AWARDS

Academic Honors Scholarship Recipient, SCAD (2006 - 2011)

Summa Cum Laude, Savannah College of Art and Design (2011)

Summa Cum Laude, South University (2006)

World Cup Gold medalist in gymnastics on balance beam (2004)

Two-time Olympic Gymnast (2000, 2004)

Professional recommendations available on [in](https://www.linkedin.com/in/sekerova) www.linkedin.com/in/sekerova
Additional references available on request