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# Anna Isoz

## Profile

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My goal is a role as a web developer where design, user experience and programming are all a part. I hope to be able to combine my long experience of project management, innovation processes and written communication with my skills to create dynamic, user friendly and well-designed websites.

My main contribution is my ability to create solutions that meet the demands of clients, the needs of users and the constraints of the budget. These three parameters are intertwined in web development, and I am good at keeping them all in mind. I am perceptive and collaborative while still being able to make a decision when all alternatives have been examined. With me in the team you get a doer with a passion for smart solutions and happy customers.

## Experience

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September 2010 – current

**KTH Innovation, Stockholm**

### **Coordinator and Project Manager**

Royal Institute of Technology, KTH, is Sweden's largest technical university and has a third of the country's capacity for technology research and engineering higher education.

KTH Innovation is a department within the university administration that supports researchers and students in taking new technology to the market.

Project manager with a focus on gender equality and inclusion. Qualified operational support with the aim of facilitating innovation development at KTH. Through a process driven approach manage strategic and administrative tasks and contribute to the overall goals of the department – that all ideas from KTH shall meet their market.

- Part of the department leadership team.
- Created Wordpress website with membership function for the proprietary tool KTH Innovation Readiness Level™.
- Organisational and process development within communication, administration, networks and CRM systems.
- Communication and marketing to researchers and students at KTH, creation of brochures and other printed material and updating the department website.
- Responsible for the administration of the VFT-1 funding program for innovation projects including procurement, consulting agreements and follow up.
- Responsible for following up and visualising operational goals and objectives.
- Project Manager for the implementation of a new CRM system and the department gender equality work. Project manager for part project in the Administrative Assessment Exercise 2014 – an assessment of 14 processes within the university administration of which the innovation support process was one.
- Responsible for purchasing and HR related issues within the department.

November 2019 – current

**Isoz Creative AB, Kivik**

### **CEO**

Run an emerging business within hospitality in Kivik with a plan to develop a classic British country inn with pub and B&B in Kivik – The Deer & Daisy.

The company also takes on consulting assignments in web development and administration.

January 2009 – June 2010

**Right Management, Stockholm**

### **HR and Support Consultant**

Right Management is the world's leading HR consultancy firm within organisational development, team development and career transition.

Key role with a focus on project management mainly within sales and HR to the Nordic and Swedish part of the organisation.

- Project manager for the development of the sales support function in Sweden plus a new Employee Handbook for the Nordics.
- Responsible for the translation and adaptation of sales and marketing materials from English to Swedish.
- Editor in SharePoint based intranet for the Nordic region.
- Leader of a project group tasked with developing a new SharePoint based intranet for the Nordic region.
- Super User for all operational support systems.

- Designer and owner of process for public tenders.

April – December 2008

**Prima Office AB, Stockholm**

**TeamLeader Administration**

Prima Office AB develops, produces and markets office furniture. The proprietary post and sorting shelving systems are sold through retailers to customers in Sweden, Germany, Norway, Britain and many other European countries.

- Responsible for the planning, distribution of tasks and development of the administrative part of the company. This includes processes for orders, invoicing, warehouse logistics, client relationships, marketing and customer service.
- Specific responsibility for the German export segment.

October 2003 – Mars 2008

**Right Management, Stockholm**

**Web Solutions Manager**

Recruited to Sweden due to experience and results at Right Management in London to develop and run career transition services.

- Started and ran career center including resource coordination, event planning, website and office space.
- Led the successful implementation of the Right Management global, web based CRM system in Sweden. Wrote pedagogical manuals and ran training for users.
- Product and quality owner of all written material relating to Right Management career transition services in Sweden.
- Translation of new Right Management services from English to Swedish
- Part of the Nordic Management Team for career transition services as Web Solutions Manager.

October 2000 – October 2003

**Right Management, London, England**

**Client Services Manager**

February-December 1997

**Charterhouse Bank, London, England**

**Receptionist**

August 1994 – February 1997

**Holiday Inn Victoria, London, England**

**Assistant Reservations Manager**

August 1993 – July 1994

**Reso Hotell Park och Hotell Bromma, Stockholm**

**Receptionist**

January 1992 – July 1992

**Hotel Bellevue Park Plaza, Interlaken, Schweiz**

**Receptionist**

June 1991 – October 1991

**Hotel Splendid, Interlaken, Schweiz**

**Service**

September 1989 – May 1991

**Reso Hotell Rubinen, Göteborg**

**Receptionist**

**Education**

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2023-01-16 – 2024-01-12 Högskolan Väst

- Web Designer, 60hp

1992-1993 Cavendish College, London, England

- IATA-UFTAA Travel Agents Diploma & Advanced Diploma

1976-1988 Kristofferskolan Bromma

- Primary and secondary education (Rudolph Steiner School)

**Languages**

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Bilingual Swedish and English. German – fluent

**Commissions of trust**

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Companion Stockholm – chairman of the board 2022 – current, board member 2019-2021

**Competencies**

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HTML & CSS

Javascript

jQuery  
C#  
ASP.net  
Bootstrap  
PHP  
Wordpress  
EpiServer Redaktör  
Microsoft Dynamics CRM  
Polopoly Content Management  
Aleza Content Management Portal  
Xplode Content Management System

#### Interests

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Walks with my dog, gardening, socialising, languages and communication, personal development.