Diana Mogytych

Email: diana.mariamogytych@icloud.com
Mobile: +43 664 136 40 81

Work Experience

- **CranioBalance** *Internship, Remote*
  Branding & UI/UX Design *02/2026 - 10/2026*
  - **Description:** Contributed to the project from an early stage, supporting the website concept and brand identity, including the logo, colour palette and visual direction. Assisted with the website structure and interface in Figma and prepared the files for handoff to engineering. Supported the setup of Calendly.
  - **Required Skills:** Figma, Adobe Creative Suite, Calendly.
- **POBS Private Online Business School GmbH** *Internship, Remote*
  Design & Marketing *04/2026 - 09/2026*
  - **Description:** Contributed to the organisation's brand redesign and its implementation across the WordPress website. Assisted in adapting existing pages to the new visual identity and setting up additional pages for new study programmes. Supported the integration of Google Analytics and Google Tag Manager for website tracking and performance analysis.
  - **Required Skills:** WordPress, Adobe Creative Suite, Figma, Google Analytics, Google Tag Manager, Google Ads.
- **H&P Ambulatorien Betriebs GmbH (Yuvell)** *In person*
  Front Desk Manager *02/2025 - 04/2026*
  - **Description:** As Front Desk Manager, I ran the clinic's daily operations and coordinated the schedule in Mobimed, set up the platform for doctors and patients, and trained the front-desk team on it. In Mobimed I generated the doctors' invoices and calculated their income, and at each payout date determined and disbursed their revenue share using Mobimed and a custom Excel system I built for the calculation. I handled inventory ordering and stock control in Wamed, onboarded front-desk staff, configured Outlook, Mobimed and Wamed for doctors and employees, and oversaw equipment maintenance, clinic upkeep and the coordination of staff sick days and holidays.
  - **Required Skills:** Staff scheduling & duty rostering, personnel coordination, operations management, procurement & inventory management, invoicing and physician revenue-share calculation; leadership, staff onboarding & training, organisation, communication.
- **D&K Markentechnik GmbH** *Internship, Remote*
  Design Intern *01/2024 - 08/2024*
  - **Description:** Worked alongside the CTO and engineering team, contributing to UI/UX, branding, user research and web design. Supported online interviews with 50 insurance customers to identify user requirements and pain points related to authentication, invoice submission and reimbursement. Assisted in translating the findings into simpler user flows and an adaptable white-label interface framework in Figma for the app. Research also showed that many of the target users spoke limited German or English, so I helped source a translation agency that localised the app into 10 languages. Also contributed to the Webflow website through mobile optimisation, animated graphics, video integration, SEO-friendly heading structures and visual alignment with the application's branding.
  - **Required Skills:** Figma, Webflow, Adobe Creative Suite.
- **Monreal Immobilienmanagement GmbH** *Full time, In person*
  Administration & Office Support *12/2022 - 12/2024*
  - **Description:** Point of contact for clients and industry professionals. Case processing and correspondence handling, defect and damage management, and coordination of modernisation and maintenance measures. Managed incoming and outgoing mail.
  - **Required Skills:** Administration, correspondence, organisation, Andromeda, Zammad.

Formal Education

- **Bundesrealgymnasium Wien 19 (BRG 19)** *Vienna, Austria*
  High School Diploma (Matura) *2014 - 2022*

Certificates

- **IBM:** Introduction to UX/UI Design
- **TOEFL:** C1

Languages

German: Native / C2
English: C1 (TOEFL)
Ukrainian: Native / C2
Russian: Full professional proficiency

Skills

Design & Web: Figma, Adobe Creative Suite, HTML, CSS
Marketing & Analytics: Google Analytics, Google Tag Manager, Google Ads
Software & Tools: Microsoft Office, Mobimed, Wamed, Andromeda, Zammad