

Claudia Koerner

Visual & NoCode Designer & FrontEnd Developer

MBTI: ISTJ

DISC: High in C and D

Gallup #1: Achiever

Location: Neukoelln, Berlin

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Pronouns: she/ her



Creative professional with a love for automation and workflow optimisation, improving processes & people's lives with no-code & low code products and integrations. Demonstrated history of Web & UI design and Front-end development. 20 years experience across the areas of visual corporate design, workplace / office, executive assistance & business administration.

2024 - 2019 Atlantic Labs // FoodLabs

Berlin, Germany

Atlantic Labs Manager GmbH // AFL Active GmbH & Co. KG

Manager of Creative Projects

- Creating an online profile for the CEO/ Senior Partner with no-code tool Carrd
- Setting up a Wiki / Onboarding Tool in Softr using Airtable as a backend
- Leading a Re-branding project with an design agency including a website built with Contentful, Netlify and Github
- Creating a multitude of SWAG items for the team and for recruiting purposes
- Creation & Design of numerous Slide Decks for funding purposes; incorporating Infographics
- Leading an office rebuilt co-designing open office space and kitting it out with furniture; re-designing dead spaces into useful corners

Administrative Business Partner to the CEO

- Running an intense Google Inbox by setting up automation workflows in Google Workspace and Airtable, partially with Zapier and Make
- Managing the diary and travel of a CEO that is 75% on the road, worldwide
- Organising networking events for the LP, VC & Start-up scene in Berlin
- Organising & running the Annual General Meeting
- Building an internal database for funding and investment tracking in Airtable
- Supporting the administration of Dealflow activities in Affinity, thus assisting the Investment Team

2019 - 2017 Contentful

Berlin, Germany

Contentful GmbH

Director of Workplace & Office Expansion

- Leading the Workplace Management team of 8 people across Berlin and San Francisco
- Leading an expansion project of 2000sqm of office & meeting space, lounges & a café in the Berlin office working closely with interior designers and construction companies
- Collaborating with WAF Architects on the design of new agile work & design spaces according to New Work standards
- Sourcing and signing a larger office space in San Francisco

Executive Assistant to the C-Suite

- Streamlining the internal meeting cycles for all (4) Chiefs and their teams
- Rolling out a global signing policy and procedure including digital signing tool DocuSign
- Leading the event planning team of the yearly 2day company offsite for 150-200 people in 2017 and 2018
- Hiring & building out a team of Executive Assistants

2017 - 2014 SoundCloud

SoundCloud Ltd.

Berlin, Germany

Digital Project Manager

- Creating animated Google Slides presentations around the founders' vision for company wide meetings
- Working on infographics for slides for Board Meetings
- Creating a detailed organisational chart of the entire Tech Org (150+ employees)

Administrative Business Partner to CTO/CPO

- Preparing, Running and recording the weekly meetings of the Executive Leadership team
- Organisation of workshops for the Senior Leadership teams of the Tech Org
- Organising logistics around large scale events at the office in cooperation with the Office Team.

2014 - 2011 24-7 Entertainment // JUKE

24-7 Entertainment Ltd. & GmbH // JUKE GmbH

Berlin Germany / London, UK

Web Designer / Web Developer

- Re-design of the company company website in Dreamweaver using HTML, CSS & Javascript
- Re-designing the quarterly corporate newsletter in HTML and creating the editorial for each issue
- Designing the layout JUKE HTML newsletter and setting it up for bi-weekly sendout

Executive Assistant to the CEO

- Handling the schedule & travel of the CEO
- Assisting in management meetings and keeping records, writing minutes
- Office Management of the location in London, UK including 2 office moves in 2013

2011 - 2003 LCM Oil & Gas

LCM Oilfield Services Ltd. // LCM Oil & Gas Ltd. // LCM Energy

London, UK

Web Designer / PR Manager

- Creating various websites coding HTML and CSS in Dreamweaver for the group of companies operating in the MENA region - including LCM, Bustan, Megacorp Shemsi, Teeji, El Meshal, El Hamada
- Creation of multiple brands of the LCM group and procurement of corporate giveaways (SWAG)
- Setting up a webshop with Worldpay Integration for Bustan Hotel in Tripoli, Libya
- Creating adverts for newspapers
- Managing social media channels including Facebook & Twitter

Management Assistant

- Procurement of visas for Libya for Oil & Gas Professionals worldwide
- Office & IT Management onsite & Organising office moves
- Creating company presentations in Powerpoint for conferences & exhibitions
- Planning participation in large scale Oil & Gas events (e.g. in Houston/Texas)
- Project managing a shift from Microsoft Exchange to Google business

References available upon request from SoundCloud, Contentful and Atlantic Labs.

Further Education & Certifications

2023	Informative Illustration // Akademie für Illustration & Design (AID)	Berlin, Germany
2023	Children's Book Writing & Design // Akademie für Illustration & Design (AID)	Berlin, Germany
2018	Scrum Product Owner // Scrum Alliance	Amsterdam, Netherlands
2007	CIW WEBSITE DESIGNER // CIW Online Training	London, United Kingdom
2007	CIW V5 ASSOCIATE // CIW Online Training	London, United Kingdom

Internships

2003	Translation works (ES, ENG, GER) // Inversiones Y Servicios Mar Azul, C.B.	Alicante, Spain
2001	Administration of L&D events (HR Team) // Bayer Pharmaceuticals Corp.	Clayton, NC, USA
2001	Translation works (ENG, GER)// MICROSPACE Messtechnik GmbH	Chemnitz, Germany

Education

2003 - 2000	Europa-Sekretärin // Euro-Schulen Diploma in International Business Administration	Chemnitz, Germany
2000 - 1998	Abitur // Samuel-von-Pufendorf Gymnasium	Flöha, Germany
1998 - 1997	High School Exchange // Clayton High School	Clayton, North Carolina, USA

Proficiency in

Languages	Web Design & Development	No Code Tools	Operations	Agile Project Mgmt	Administration
GERMAN ★★★★★	Illustrator	Softr	Confluence	Asana	Google WS
ENGLISH ★★★★★	Photoshop	Wix	Affinity	Jira	MS Office
FRENCH ★★☆☆☆	Indesign	Carrd	Airtable	Trello	
SPANISH ★★☆☆☆	XD	Squarespace	Zapier	Notion	Docusign
		Google Sites	Make		Hellosign
HTML ★★★★★	Figma	Wordpress			Dropbox
CSS ★★★★★	Canva	Contentful	ChatGPT		Docsend
Javascript ★☆☆☆☆	Kittl	(Webflow, Bubble)	Otter.AI		VimCal
	Dreamweaver		Synthflow		Calendly
	Netlify		Mailchimp		Zoom
	Github		InxMail		Adobe Acrobat

Web Project highlights*

2024 / Creation of an Onboarding Wiki (Web App)

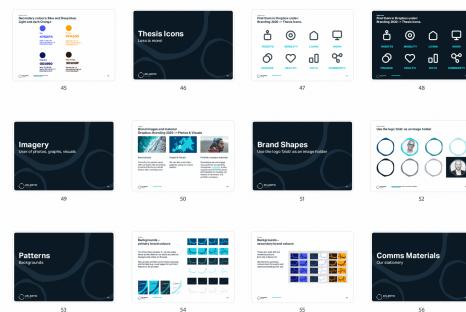
Atlantic Labs is an investor in no-code app builder **Softr**. With my background, I was super interested in learning how to work with this platform and set up an onboarding suite for a new Executive Assistant with this tool. It is a closed wiki with privileged user access, integrated **Airtable** backend and a searchable database. Users can also suggest and add items to a database.



2020 / Re-Branding Project Atlantic Labs

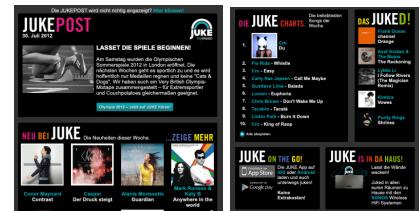
In summer 2020 the company decided to change their look and relaunch their website. I project-managed this effort working together with DreamersofDreams - a local branding agency. In close cooperation we reworked the overall look of the logo and brand assets from which I later on created and further developed designs for promotional items, Powerpoint Masters, business cards and further internal communication materials.

The website was coded from scratch and it is hosted using **GitHub**, **Netlify** & **Contentful**. I have since been responsible for the maintenance of the code and the content. // www.atlanticlabs.de



2012 / HTML Newsletter for German Music Streaming Service - JUKE

Working closely with an external branding & design agency who developed the UI for the newsletter and translated their design into **HTML** and **CSS** code. I set this up as a template for bi-weekly sendout in **Dreamweaver** and worked closely with the editorial team for content and preparation to be sent off to the developer team for send-out via the main JUKE platform to all users - 40.000 at the time.



2012 / Company website for 24-7 Entertainment GmbH

The website needed an overhaul and an extension to show more parts of the company, focusing on streaming service JUKE and related services. I hand coded it in **HTML** and **CSS**, using Dreamweaver; created the 'hero' section using **jQuery**, setting up a slider showcasing completed projects.



2008 - 2010 / Websites for the LCM Group of companies

Designed and developed websites from scratch for the LCM Oil & Gas and its sub-companies operating in the MENA region; many operating in Libya. At the time, because of the political regime, PR & Marketing was not a priority (or opportunity) for local companies, so the goal was mainly to give these companies a digital presence.

1. LCM Oil & Gas
2. Bustan
3. Teeji Engineering
4. Shemsi
5. El Hamada
6. Megacorp FZC



*Access to this history of digital projects can be granted upon request.