Claudia Koerner
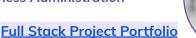
FrontEnd Design Professional with Background in Business Administration

MBTI: ISTJ
Gallup #1: Achiever
Pronouns: she/ her

Location: Neukoelln, Berlin
DOB: 18 January 1981
POB: Frankenberg, Germany

[**Full Stack Project Portfolio**](#)
Mobile: +49 151 20027073
Email: claudia.koerner@gmail.com

Work Experience

04/2024 - present	**Web Development / Pitch Deck Design** (Freelance)	**Berlin**

05/2019 - 03/2024	**Atlantic Labs / FoodLabs**	**Berlin**

Manager of Creative Projects

- Setting up a Wiki / Onboarding Tool in Softr using Airtable as a backend
- Leading a Rebranding 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, including the AGM
- Building an internal database for funding and investment tracking in Airtable
- Supporting the administration of Dealflow activities in Affinity, thus assisting the Investment Team

---

03/2017 - 04/2019	**Contentful**	**Berlin**

Director of Workplace & Office Expansion

- Leading the Workplace Management team of 8 people across Berlin & SF
- Leading an expansion project of 1500 sqm of office & meeting space, lounges & a café in the Berlin office working closely with interior designers, architects and construction companies
- Collaborating with WAF Architects on the design of new agile work & design spaces according to New Work standards
- Sourcing & signing office space in SF

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

08/2014 - 02/2017   **SoundCloud**   **Berlin**

Digital Project Manager   **Admin Business Partner to Co-Founder**

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

- Preparing, Running & recording the weekly meetings of the Exec 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.

04/2011 - 07/2014   **24-7 Entertainment // JUKE**   **Berlin, London**

Web Designer / Web Developer   **Executive Assistant to the CEO**

- 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

- 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

10/2003 - 03/2011   **LCM Oil & Gas**   **London, UK**

Web Designer / PR Manager   **Management Assistant**

- Creating various websites coding HTML and CSS 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

- 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

Further Education & Certifications

2024	**Full Stack Web Development //** CareerFoundry	**Berlin, Germany**
2023	**Infographics // "**Akademie für Illustration & Design (AID)"	**Berlin, Germany**
2023	**Children's Book Writing & Design //** A. für Ill. & 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**

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

Proficient in...

Web & App Dev	UI Design	NoCode & AI	Operations	Admin
MEAN, MERN (MongoDB, Express, Angular, React, Node.js) React Native HTML5, CSS, jQuery SCSS, Bootstrap, Tailwind, Angular Material	Illustrator Photoshop Indesign XD Figma Canva	Softr Glide Airtable Make OpenAI Anthropic	Confluence, Notion, JIRA, Affinity, Mailchimp	Google WS MS Office Docusign
			Languages	**Driver's Licence**
			German Mother tongue **English** fluent	Klasse B /ML (issued in 1999)

Communication	Collaboration	Networking	Leadership & Support
Advocate for effective and frequent communication; clarity and alignment Embracing feedback and open dialogue	Bringing teams together, facilitating discussions, recognizing contributions to build a cohesive and inclusive work environment	Connecting individuals, enabling knowledge-sharing & leveraging transferable skills across projects to support team strengths	Empowering team members, creating opportunities for collaboration, and ensuring everyone feels supported and valued.
Problem Solver	**Attention to detail**	**User-centric thinking**	**Adaptability**
Identifying creative solutions for design and administrative work	Ensure designs are pixel-perfect and code adheres to standards, improving quality and performance	Focusing on user needs to create accessible and intuitive designs	Adapt quickly to shifting priorities, addressing last-minute needs and adjusting project designs to meet client expectations Stay updated with emerging trends in design and frontend technologies