

Claudia Koerner (Portfolio: claudiakoerner.me)

Full Stack Developer with focus on Visual Implementation

MBTI: ISTJ

DISC: High in C and D

Gallup #1: Achiever

Location: Neukoelln, Berlin

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Pronouns: she/ her



Current

05/2024 - 10/2024

Full Stack Web Development (Fortbildung)

Berlin

CareerFoundry

Work Experience

05/2019 - 03/2024

Atlantic Labs // FoodLabs

Berlin

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

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
- 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

03/2017 - 04/2019

Contentful

Berlin

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 & 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

08/2014 - 02/2017

SoundCloud

SoundCloud Ltd.

Berlin

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.

04/2011 - 07/2014

24-7 Entertainment // JUKE

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

Berlin, London

Web Designer / Web Developer

- **Re-design of the 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

10/2003 - 03/2011

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

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 // 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

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

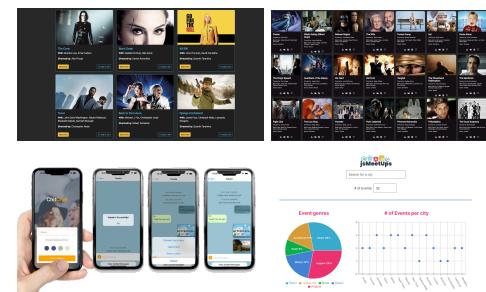
Proficiency in

Full Stack Web Development	Nocode	Languages	
MERN, MEAN SCSS, Bootstrap, Tailwind HTML5 AWS, Rest APIs, Google Firebase OpenAI, Anthropic	Figma, Adobe Illustrator Adobe Photoshop Adobe Indesign	Airtable Softr Made Carrd Squarespace Canva	German Mother tongue English fluent Driver's Licence Klasse B /ML (seit 1999)

Web Project highlights - portfolio here: claudiakoerner.me

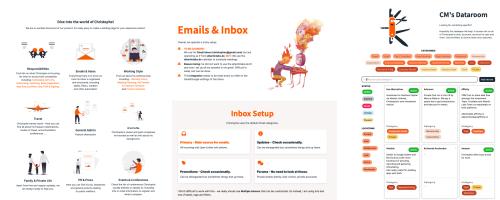
2024 / Trainings-Projekte CareerFoundry

- Movie Database (MERN / MEAN)
- Mobile Chat App (ReactNative, Google Firebase)
- Movie Database (MEAN)
- Visualisation of a MeetUp Calendar Series (React, Recharts, AWS, Google Calendar API)
- Pokedex (Javascript, REST API, Bootstrap, HTML)



2024 / Creation of an Onboarding Wiki (Web App)

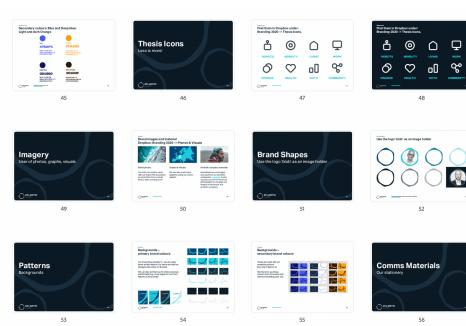
Atlantic Labs is an investor in no-code app builder **Softr**. With my background, I was super interested in learning how to work with this platform and set up an onboarding suite for a new Executive Assistant with this tool. It is a closed wiki with privileged user access, integrated **Airtable** backend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



2020 / Re-Branding Project Atlantic Labs

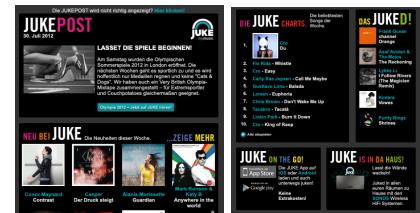
In summer 2020 the company decided to change their look and relaunch their website. I project-managed this effort working together with DreamersofDreams - a local branding agency. In close cooperation we reworked the overall look of the logo and brand assets from which I later on created and further 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.

