

Claudia Koerner

FrontEnd Design Professional with Background in Business Administration



MBTI: ISTJ

Location: Neukoelln, Berlin

Full Stack Project Portfolio

Gallup #1: Achiever

DOB: 18 January 1981

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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

Digital Project Manager

- 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)

Admin Business Partner to Co-Founder

- 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.

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

Web Designer / PR Manager

- 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

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 // 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	Softy 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