Claudia Koerner

FrontEnd Design Professional with Background in Business Administration

MBTI: ISTJ   **Location**: Neukoelln, Berlin   **Pronouns**: she/ her
Gallup #1: Achiever   **DOB**: 18 January 1981   **Mobile**: +49 151 20027073
DISC: High C and D   **POB**: Frankenberg, Germany   **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 für Kreativprojekte	Administrative Partnerin des CEO
• Led a rebranding initiative: a new website and branded merchandise (swag) to align with the new vision, collaborated closely with designers to ensure cohesive messaging	• Streamlined the CEO's schedule by effectively managing their diary and travel logistics
• Created pitch & fund decks, using engaging info-graphics to effectively show complex ideas	• Spearheaded networking events for Berlin's LP, VC & startup ecosystem, including the company's AGM, resulting in a 40% increase in attendee engagement & fostering valuable partnerships
• Managed a full office rebuild project, transforming underused areas into functional zones maximising the loft office space	• Built an internal Airtable database to streamline the tracking of LP fundraising efforts, improving reporting, and planning of LP engagements & visits

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

Director of Workplace & Office Expansion	Executive Assistant to the C-Suite
• Directed an 8-person team across Berlin and SF, ensuring seamless workplace operations	• Served as the first EA to the C-Suite at 90 pax and built out this Admin team from 1 to 4 in 2018
• Managed a 1500sqm office expansion in Berlin, collaborating with designers & contractors to timely deliver agile workspaces, lounges & a café	• Introed a global signing policy & rolled out DocuSign for 50 pax, reducing document turnaround times
• Secured office spaces in Berlin & SF, meeting company growth needs	• Co-organised the annual two-day company offsite for 200 pax, ensuring flawless execution & delivering 95% attendee satisfaction

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

Digital Project Manager	Admin Business Partner to Co-Founder
• Created engaging slide decks for team meetings & designed infographics for board decks, improving clarity & impact for key stakeholders	• Coordinated the diary and travel for a co-founder, ensuring seamless scheduling and logistics to support high-priority meetings, travel & deadlines
• Developed a comprehensive org chart for the 150+ member Tech Org, streamlining communication and clarifying team structure across departments	• Coordinated weekly Executive Leadership team meetings, and organised workshops for the Tech Org's Senior Leadership teams, improving cross-team collaboration and decision-making

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

Web Designer / Web Developer	Executive Assistant to the CEO
• Redesigned company website & revamped the quarterly corporate newsletter, improving user engagement & content quality	• Coordinated the CEO's schedule and travel, ensuring efficient & prioritised time management
• Created & implemented the layout for JUKE music service's HTML newsletter, enhancing readability & user experience	• Assisted with mgmt meetings by preparing records & taking minutes, ensuring accurate documentation and timely follow-ups
	• Managed office operations & 2 office moves with smooth transitions & minimal downtime

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

Web Designer / PR Manager	Management Assistant
• Developed websites for the 7 companies within the LCM Group for visibility in the MENA region	• Coordinated visa procurement for the Oil & Gas workforce in Libya, ensuring compliance with regulations and timely processing
• Integrated Worldpay's payment system into the Bustan hotel's website in Tripoli, Libya, streamlining online transactions	• Designed presentations for key events and conferences, enhancing comms with stakeholders
• Established company branding and created promotional materials, ensuring consistent messaging across all marketing channels	• Managed office & IT operations, including overseeing a smooth migration from MS Exchange to Google Workspace

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**

Internships

07-09/2003	Inversiones Y Servicios Mar Azul, C.B.	**Alicante, Spanien**
2001	Bayer Pharmaceuticals Corp.	**Clayton, North Carolina, USA**
2001	MICROSPACE Messtechnik GmbH	**Chemnitz, Dtl.**

Education

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

Hard skills

FrontEnd Dev	Operations
React, Angular, Javascript, Typescript, HTML5, jQuery, React Native	Confluence, Notion, JIRA, Affinity, Mailchimp
BackEnd Dev	**Administration**
MongoDB, Express, Node.js, PostGres, Postman, Google Firebase, REST APIs	Google WS, MS Office, PowerPoint Docusign
UI Design	**Languages**
SCSS, Bootstrap, Angular Material Illustrator, Photoshop, Indesign, Figma, Canva	German: Mother tongue English: fluent
NoCode & AI	**Driver's License**
Softr, Airtable, Glide, Make, OpenAI, Anthropic	Klasse B /ML (issued in 1999)

Soft Skills

Creativity & Tech Expertise

Design intuitive web/ app interfaces & visual elements that transform complex information into simple, engaging, and user-friendly experiences	Develop polished presentations, reports, and materials that effectively communicate data and insights with clarity and impact

Problem Solving & Flexibility

Resolve design & technical challenges by balancing user feedback, needs & development constraints	Quickly adapt to shifting priorities, using creative solutions and resourcefulness to meet urgent needs

Quality Assurance

Ensure design is clean & code adheres to standard, enhancing overall quality and performance	Proactively identify & correct errors or inefficiencies, maintaining high standards of quality and precision

Communication & Clarity

Translate complex technical concepts into user-friendly language and visuals, leveraging infographics and UI design to foster understanding	Coordinate clear and concise communication between executives and stakeholders, ensuring alignment on goals, deliverables, and schedules

Organisation & Prioritization

Plan & manage project timelines and development sprints, ensuring tasks are delivered on time	Oversee calendars, team workflows, & records, ensuring smooth & efficient operations

Leadership & Collaboration

Empower team members by fostering collaboration, creating growth opportunities, and ensuring they feel supported and valued	Connect individuals to enable knowledge-sharing and leverage transferable skills across projects, maximizing team strengths and outcomes