

Office Manager

Franziska Berger



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Curriculum Vitae

Franziska Berger has been Office Manager at the Habitat Unit since 2002. Previously she was an assistant to the editorial board at the Berliner Zeitung, a project assistant and interpreter at the German Chamber of Commerce in Madrid (Spain), an employee at Berlin-Weissensee Academy of Arts/ Department for Public Relations and Events, and a nurse at Berlin Charité Hospital.

Education

1997 – 1999

**Foreign-language correspondent clerk
(Spanish/English), Berufsfachschule DIDACTICA, Berlin**

1992 – 1996

Studies in Sociology, FernUniversität Hagen (not completed)

1983 – 1986

Nurse for anesthetics and emergency, Fachschule der Charité der Humboldt-Universität zu Berlin

Employment History

Since 2002

Office Manager

Habitat Unit, TU Berlin

Service for students, budget administration, coordination of teaching, general office staff

2000 – 2002

Assistant to the editorial board at the Berliner Zeitung

Berliner Verlag, Berlin

Office manager tasks, human resources development, assistance on specific editorial projects

1999 – 2000

Project assistant

Deutschen Handelskammer für Spanien, Madrid

Assistance for companies, general office staff, interpreting and translation staff, public relations, organisation of fairs

1989 – 1995

Event manager

Kulturhaus Weißensee, Berlin

Organisation of event programs, public relations, budget administration

1986 – 1989

Nurse for anesthetics/ emergency

Charité hospital, Berlin