

Office Manager

Franziska Berger



franziska.berger@tu-berlin.de

Room 624 (A 53)

T + 49 – 30 – 314 – 21908

F + 49 – 30 – 314 – 21907

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