



CAROLINE KUNERT

Program & Operations Manager

I design and lead complex, cross-functional programs that bring structure to ambiguity and align diverse stakeholders. With 8+ years of experience, I focus on enterprise transformation, capability building, governance, and technology-enabled initiatives at the intersection of strategy and execution with a growing focus on AI-enabled operations and digital collaboration.

+49 - 173 / 7102605

kunert.caroline@gmail.com

Seestraße 41, 13353 Berlin, Germany

Expertise

- Strategic Program & Operations Management
- Cross-functional Stakeholder Alignment
- Process Improvement & Operational Coordination
- Governance, Reporting & Program Delivery
- AI-assisted Workflows & Digital Collaboration
- Workshop Design & Facilitation

Tools & Technologies

- Canva
- Figma (Foundational Knowledge)
- Google Workspace
- Microsoft Office Suite
- Zoom / Slack / Miro
- AI-assisted content & workflow tools

Experience

01/2024 - now **PROGRAM & OPERATIONS MANAGER LEADERSHIP PROGRAM FOR FEMALE PROFESSORS**

Humboldt University of Berlin

- Lead the strategic coordination and overall management of a leadership program, aligning development with organizational objectives.
- Develop and enhance program offerings, introducing new formats to increase engagement and reach.
- Design and deliver 12-14 workshops annually for senior academic professionals
- Manage stakeholder collaboration and establish evaluation frameworks to ensure program quality and continuous improvement.
- Prepare strategic updates, program documentation, and governance-related materials for institutional stakeholders.

05/2021 - now **DEPUTY GENDER EQUALITY OFFICER (CENTRAL LEVEL)**

Humboldt University of Berlin

- Support institutional governance processes, stakeholder coordination, and reporting structures across academic and administrative units.
- Coordinate cross-functional initiatives involving leadership, faculty, administrative teams, and external partners.
- Serve as a permanent advisory member in the Academic Senate's commission for teaching and studies, contributing to institutional decision-making and policy development
- Lead the design and implementation of large-scale initiatives and campaigns on gender equality and anti-discrimination
- Develop and execute communication strategies and public campaigns (e.g. "MenForEquality"), increasing visibility and engagement
- Design and deliver workshops while collaborating with internal and external stakeholders to ensure effective program delivery



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Education

10/2016 - 03/2020

Social Science MA (1,5)

Humboldt University of Berlin

- Focus on Democracy and Gender Studies
- Conducted independent field research in Yogyakarta, Indonesia, exploring democratic values among Muslim feminists
- Master's Thesis on Media Representation of Abortion

10/2011 - 09/2016

Sociology BA (1,4)

Goethe University Frankfurt

- Focus on Gender Representation in Media

Experience

01/2021 - 12/2023 PROGRAM MANAGER

MARGA FAULSTICH FOUNDER PROGRAM

Humboldt University of Berlin

- Scaled and further developed a founder support program by introducing mentoring structures, expanding formats and integrating intercultural components.
- Managed multiple parallel workstreams including workshops, mentoring structures, events, stakeholder communication, and program operations.
- Built scalable operational structures and coordinated cross-functional stakeholders to support program growth, community engagement, and long-term sustainability.
- Designed and delivered 25+ workshops and events annually, driving participant growth, engagement and community development

03 - 12/2020 PROJECT MANAGER

Federal Association of Immigrant Organizations

- Led and coordinated a team of 5 project coordinators and 10 field representatives, ensuring effective program implementation.
- Developed operational processes, reporting structures, and coordination frameworks to support effective program delivery across distributed teams.
- Developed strategic and operational frameworks to support field work.
- Conducted project evaluation and reporting, including contributions to conferences.
- Supported fundraising and funding applications to sustain program activities.