

Curriculum Vitae

Personal Information

First name(s)/Surname(s)
Professional email
Work phone
Nationality
Gender

Svenja Bundt

svenja.bundt@iea-hamburg.de
+49 (0)40 48500601
German
Female

Position/Organization

Work Experience

Dates
Occupation or position held
Main activities and responsibilities

07/2019–Present

Deputy Director IEA Hamburg

Support of and close cooperation with the Director IEA Hamburg in the overall management of IEA Hamburg

Responsible for all administrative tasks and managerial decisions with focus on Human Resources

External representation of IEA Hamburg towards clients, cooperation partners, and other stakeholders especially for studies in Germany

Project initiation for studies in Germany

Stichting IEA Secretariaat Nederland, IEA Hamburg

Non-profit research organization

Name of employer
Type of business or sector

Dates
Occupation or position held
Main activities and responsibilities

07/2016–06/2019

Member of the Executive Team of IEA Hamburg, Head of Field Operations Unit; Head of Human Resources

As a Member of the Executive Team: responsible for all administrative tasks and managerial decisions with focus on Human Resources

As Head of Field Operations Unit: adviser on study design and study management as well as on all services related to field work procedures including test administration for studies in Germany

As Head of Human Resources: overseeing staff recruitment and development

Stichting IEA Secretariaat Nederland, IEA Hamburg

Non-profit research organization

Name of employer
Type of business or sector

Dates
Occupation or position held
Main activities and responsibilities

01/2007–07/2016

Head of National Field Operations Unit, Senior Researcher

Monitored all current activities in Field Operations for national studies

Planning and controlling of working time and resources as well as development and performance reviews of unit staff

Prepared and coordinated the study approval process with the educational and data protection authorities for surveys in Germany

Advised in study design and study management

Wrote proposals for studies in Germany

Stichting IEA Secretariaat Nederland, IEA Hamburg

Non-profit research organization

Name of employer
Type of business or sector

Dates	09/1998–12/2006
Occupation or position held	Project Coordinator, National Field Operations
Main activities and responsibilities	Coordination of national field operations for the following studies in Germany: PISA 2000, PIRLS/IGLU 2001, TOSCA 2002, DESI 2003/2004, KESS 4 2003, StEG 2005, PALMA 2002-2007, TOSCA 2006, PIRLS/IGLU 2006, TIMSS 2007, National Assessment Study on Educational Standards for Primary schools (pilot and main study) 2006/2007 etc.
Name of employer	Stichting IEA Secretariaat Nederland, IEA Hamburg
Type of business or sector	Non-profit research organization
Education and Training	
Dates	1996–1998
Title of qualification awarded	Zweites Staatsexamen für Höheres Lehramt (Second State Examination for grammar school teachers)
Principle subjects/occupational skills covered	Referendariat für Lehramt an Gymnasien (Internship for grammar school teachers' degree)
Name and type of organization providing education and training	Behörde für Schule und Berufsbildung Hamburg
Dates	1989–1996
Title of qualification awarded	Erstes Staatsexamen für Höheres Lehramt (First State Examination for grammar school teachers)
Principle subjects/occupational skills covered	Study of Latin and History with the objective of a certification as secondary teacher
Name and type of organization providing education and training	University of Hamburg, Germany
Personal Skills and Competencies	
Mother tongue(s)	German
Other language(s)	English, Latin