



Ulrike Jeschka | Management Assistant

Her face and voice are very familiar to our guests: Ulrike Jeschka is usually the first person to greet our visitors at Paul-Nevermann-Platz and help callers with their concerns. Since 2018, she has been managing the appointments of Hamburg Institut's management as an executive assistant. She also takes care of recruiting and personnel matters.

Ulrike Jeschka is a trained foreign language correspondent and has a degree in liberal arts. She then worked first as a TV producer and later for many years as an executive assistant in a large advertising agency.

Main focus

- Assistance to the management
- Organisation of recruiting and personnel matters
- General administration and organisation

Qualification and career

Since 2018	Management assistant at Hamburg Institut
2016 – 2018	Management assistant , Engel & Völkers SCHENCKS Land- und Forstimmobilien GmbH
2011 – 2016	Executive Assistant , Jung von Matt/Next GmbH
1998 – 2007	Diploma Studies in Liberal Arts , Departments of Film & Video, Braunschweig University of Fine Arts
1996 – 1998	Studied art history and media studies at the Technical University of Braunschweig and the Braunschweig University of Fine Arts.
1990 – 1992	Part-time training as a foreign language correspondent English