

The ITB team



Daniela Lünenbach

Graphic design and layout, Project Manager

Training and further education

- Apprenticeship as an industrial clerk or commercial apprenticeship
- Further training in Adobe InDesign and Illustrator
- Various English language courses

Main focus

- Creation of **graphics**
- **Layout** of test booklets
- **Task development**
- Provision and dispatch of **test materials**
- OCR **data capture** for academic aptitude tests
- Procurement of materials
- Parts of **property management**

Qualifications and experience

- **With ITB since 1997**
- Proficient in PowerPoint, Excel and various graphics programmes
- Conversion of texts to HTML and LaTeX
- **Project management** of specific aspects of test administration
- **Coordination of external service providers** for logistics, printing and translation
- Support in the area of enterprise solutions: **planning and coordination of processes**, including the preparation of materials