

AGATA PALKA

Executive Assistant

Calgary, AB

780 904 5009

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Administrative professional with strong background in providing high level of clerical and operational support to commercial and government organizations. Highly skilled in collaborating with teams and problem-solving. Having positive and resourceful attitude toward completing tasks. Known by colleagues for having a curious nature, growth mindset and the ability to learn quickly. Full literacy in both English and Polish.

DISTINCTIVE VALUES

Adaptability | Collaboration | Strong sense of Integrity | Communication
Problem-solving | Planning & Execution | Calendar Management | Research
MS Excel | MS Office | MS Outlook | Mac Proficiency | Box |

ADMINISTRATIVE EXPERIENCE

PRODUCTION PARK INC. - Assistant to Producer

March 2021 - Present

- Provided administrative support to Producer by effectively coordinating calendar and set up external and internal meetings as required;
- Responsible for preparing memos, spreadsheets, updating Cast List and Production Credits List;
- Researched production and non-production topics;
- Completed ad hoc tasks assigned by the Producer;

GOVERNMENT OF ALBERTA - Administrative Assistant

March - November 2019

- Provided essential administrative support to Child Care Subsidy Program;
- Constantly screened and uploaded 100 emails with attachments daily to SharePoint software and assigned accordingly to Admin or Assessor queue which insured all the subsidy applications were considered in a timely manner;
- Honored to receive frequent management commendations for efficiency and positive attitude;

MAXX NORTH AMERICA SERVICES LTD. - Administrative Assistant & Accounting

2016 - 2018

- Performed accounting functions including preparation of journal entries and balance sheet reconciliations.
- Reviewed and posted all Vendors, Subcontractors Invoices, and expense reports using Sage 50 software maintaining a high accuracy rate;
- Managed general office duties: e-mailing, faxing, scanning, ordering office supplies;
- Answered multiple phone lines, transferred calls to corresponding departments, greeted all guests arriving to the office, prepared courier shipments, made travel arrangements;

FORUM ENERGY TECHNOLOGIES - Assistant Planner

2014 - 2015

- Created work orders using internal NAV (Navision) software, prepared engineering drawings, purchasing orders and work schedules which ensured smooth operation throughout production and distribution and increased work efficiency;
- Took on additional tasks beyond those outlined in the job description by helping in shipping/ receiving department;
- Maintained flawless communication with all the departments;

VARIOUS TV & FILM PRODUCTION COMPANIES - Production Coordinator

2006 - 2011

- Provided full-scope administrative support to Production Manager, all departments, as well as cast and crew which resulted in finishing productions on time and within budget;
- Prepared, updated and distributed briefing notes, scripts, call sheets and crew contact lists and other production documents;
- Assisted with pre-production and production research;
- Responded to general production related inquiries;
- Ensured seamless communication between all departments by acting as liaison;
- Coordinated cast and crew schedules and made travel arrangements;

EDUCATION

EVOLVEU - Full Stack Developer Program;

POLISH NATIONAL FILM SCHOOL - Film & Television Production Management;

UNIVERSITY OF GDANSK - Master's Degree, Faculty of Economics;