

Petrina Damgaard

Executive Assistant

Profile

I am a highly experienced executive assistant, with over 5 years of experience in providing administrative support to top executives. I have excellent organizational skills and can manage complex schedules effortlessly. I am also an expert at handling correspondence and creating presentations. My extensive experience has made me adept at anticipating the needs of my boss and ensuring that everything runs smoothly. In addition to being an excellent administrator, I am also a skilled problem solver who is always calm under pressure.

Employment History

Executive Assistant at The Support Company, LA

Mar 2022 - Present

- Maintained an executive calendar for a team of 12, which included scheduling and confirming appointments, coordinating travel itineraries, and booking meeting rooms.
- Arranged conference calls and webinars for up to 100 participants.
- Answered approximately 80 phone calls per day and directed them accordingly.
- Drafted letters, memos, and emails on behalf of the executives.
- Managed office inventory and placed orders for supplies as needed.

Administrative Assistant at LA Administrative Services, LA

Sep 2017 - Jan 2022

- Answered and routed an average of 100 calls per day.
- Processed an average of 50 invoices per day.
- Maintained calendar for 3 busy executives.
- Arranged travel for 5 executives including air, hotel, and rental car reservations.
- Coordinated meetings for up to 25 attendees both on and off site.

Education

Associate's Degree in Executive Assistant Studies at Louisiana State University, LA

Aug 2013 - May 2017

Some skills I learned while studying for my Associate's Degree in Executive Assistant Studies are time management, organization, how to use different office software programs, and how to handle various office duties.

Certificates

Certified Administrative Professional (CAP)

Mar 2021

Certified Executive Assistant (CEA)

Oct 2019

Memberships

National Association of Administrative Professionals

International Association of Administrative Professionals

Details

petrina.damgaard@gmail.com

(331) 835-6823

St. Charles Ave, New Orleans, LA 70115

Links

[linkedin.com/in/petrinadamgaard](https://www.linkedin.com/in/petrinadamgaard)

Skills

Organization

Time management

Communication

Writing

Researching

Microsoft Office Suite

Google Docs

Languages

English

Bengali

Hobbies

Organizing

Crafting

Reading