



Mrs Orange

Virtual Assistant

✉ @grownwomanonlinebusiness
☎ +212 123456789
📍 5 COMP ANWAR AL AMAN 7B6
ET.7 N.XI TANGER
🌐 [Online_Resume](#)

Skills

- 🍊 IT Literate
🍊 🍊 🍊 🍊 🍊
- 🍊 Google Suite
🍊 🍊 🍊 🍊 🍊
- 🍊 Ai Savvy
🍊 🍊 🍊 🍊 🍊
- 🍊 Microsoft Suite
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- 🍊 Problem Solving
🍊 🍊 🍊 🍊 🍊
- 🍊 Adobe Suite
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- 🍊 Customer Service
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Languages

- | | |
|-------------------------------|-------------------------------------|
| Arabic
Native
🍊 🍊 🍊 🍊 🍊 | English
Advanced
🍊 🍊 🍊 🍊 🍊 |
| Darija
Native
🍊 🍊 🍊 🍊 🍊 | French
Intermediate
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A multi-talented Virtual Assistant blending Private Law precision with Digital Marketing strategy. I provide high-level executive support by leveraging AI-driven workflows, detail-oriented administrative management, and persuasive communication skills.

With a background in Real Estate negotiation and Graphic Design, I don't just manage tasks—I enhance brand aesthetics and optimize digital performance through strategic A/B testing and compelling narratives.

Certified in AI Essentials and dedicated to helping global firms scale through efficiency, technical expertise, and creative problem-solving.

Profiles

- | | | | |
|----------------------------------|--------------------------------|----------------------------------|---------------------------------|
| LinkedIn
Link | GitHub
Link | WhatsApp
Link | Twitter
Link |
|----------------------------------|--------------------------------|----------------------------------|---------------------------------|

Experience

- | | |
|--|---|
| Redbbble
Graphic Designer
Link | Online
June 2022 - Nov 2023 |
| Agence immobilier
Assistant
Link | Tangier, Morroco
March 2024 - Oct 2024 |

Education

- | | |
|---|--|
| Moulay Rachid
Human Science
Link | High School diploma
Tangier, Morroco • Nov 2017 - July 2020 |
| Abdelmalek Essaâdi
Private Law
Link | Bachelor's Degree
Tangier, Morroco • Nov 2020 - July 2024 |
| Faculté des Sciences Juridiques, Economiques et Sociales TANGER | |

Certifications

- | | | | |
|---|---------------|--|--------------------|
| Ai Career Essentials
ALX Program
Certificate for ALX AiCE
Link | 16th May 2024 | Virtual Assistant
ALX Program
Certificate for ALX VA
Link | 26th November 2024 |
|---|---------------|--|--------------------|

Projects

- | | | | |
|-----------------------------------|------|--------------------------------|------|
| Portfolio
Link | 2023 | CV_Lik
Link | 2026 |
|-----------------------------------|------|--------------------------------|------|

Interests

- | | |
|--------------------|--------------------|
| Freestyle Football | Learning languages |
| Blogging / Writing | Cinematography |
| Coding / Gaming | |