



Mr Greenman

Virtual Assistant

✉ grownmanonlinebusiness@gmail.com ☎ [+212 123456789](tel:+212123456789)
📍 [5 COMP ANWAR AL AMAN 7B6 ET 7 N.Xi TANGER](#)
🌐 [Online Resume](#)

Profiles

LinkedIn
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GitHub
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WhatsApp
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Summary

- 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.

Experience

Redbbble Online
Graphic Designer June 2022 - Nov 2023

[Link](#)
Agence immobilier Tangier, Morroco
Assistant March 2024 - Oct 2024
[Link](#)

Education

Moulay Rachid High School diploma
Human Science Tangier, Morroco • Nov 2017 - July 2020

[Link](#)
Abdelmalek Essaâdi Bachelor's Degree
Private Law Tangier, Morroco • Nov 2020 - July 2024
Faculté des Sciences Juridiques, Economiques et Sociales TANGER
[Link](#)

Certifications

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

Projects

Portfolio 2023	CV_Lik 2026
Link	Link

Skills

IT Literate

Google Suite

Ai Savvy

Microsoft Suite

Problem Solving

Adobe Suite

Customer Service

Interests

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

Languages

Arabic Native	English Advanced
Darija Native	French Intermediate