



Mr Pinkman

Virtual Assistant

✉ grownmanonlinebusiness@gmail.com ☎ +212 123456789
📍 5 COMP ANWAR AL AMAN 7B6 ET.7 N.Xi TANGER
🌐 Online_Resume

Profiles

LinkedIn
Link

GitHub
Link

WhatsApp
Link

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 16th May 2024
Essentials

ALX Program
Certificate for ALX AiCE

Link

Virtual 26th November 2024
Assistant

ALX Program
Certificate for ALX VA

Link

Projects

Portfolio CV_Lik
2023 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 ██████████ |