

MALAK MAGDY

Virtual Assistant

✉ malak.magdy888808@gmail.com

🔗 LinkedIn: <https://www.linkedin.com/in/malak-magdy-771441311/>

📍 Location: Egypt (Remote-ready)

ABOUT ME

Highly organized and detail-oriented administrative assistant with a background in computer science and web design. Experienced in managing digital tools, coordinating tasks, and supporting remote teams. Skilled in using AI technologies such as ChatGPT and Notion AI for efficient workflow and reporting. Strong communicator with a passion for productivity, structure, and creativity in fast-paced virtual environments.

EDUCATION

**2023 - 2027(expected)
Second-Year Student**

Bachelor's in Computer Science (In Progress)

Egyptian E-Learning University
(EELU)

EXPERIENCE

SKILLS

• Tech & Tools

- Microsoft Office (Word, Excel, PowerPoint)
- Notion AI & ChatGPT
- Google Forms (for data collection)
- Google Workspace (Docs, Sheets, Calendar, Drive)
- Calendly (for scheduling)
- Website tools: WordPress, Squarespace, GitHub
- Trello or Asana (task/project management)
- Airtable (fancy spreadsheets)

• Soft Skills

- Time management & scheduling
- Data entry & task tracking
- Meeting coordination & follow-ups
- Multitasking
- Attention to detail
- Adaptability
- Fast typing speed
- Initiative
- Confidentiality & discretion

LANGUAGES

- Arabic (Native)
- English (Fluent)