



# Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

**MARY JOYCE VELASQUEZ MENDOZA**

## Course Modules

Introduction to Virtual Assistance • Essential Skills for Virtual Assistants • Tools and Technologies • Communication and Professionalism • Task Management and Productivity • Working with Different Platforms • Problem-Solving and Decision Making • Career Development for Virtual Assistants

**3 August 2025**  
DATE

A handwritten signature in black ink, appearing to be "M. Velasquez", written over a horizontal line.

SIGNATURE  
EduCourse Director