



# Virtual Assistant Training Certificate

PROUDLY PRESENTED TO

**SEAN MANHANDO**

## 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

\_\_\_\_\_  
DATE

A handwritten signature in black ink, appearing to read "Sean Manhando", written over a horizontal line.

\_\_\_\_\_  
SIGNATURE  
EduCourse Director