



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