

How to be a **VIRTUAL ASSISTANT**

***ZOOM** Graphics*

Lessons Include:

1. Administrative Tasks and Organization
2. Communication and Customer Service
3. Time Management and Prioritization
4. Technology and Software Proficiency
5. Project Management and Coordination
6. Social Media Management and Marketing
7. Research and Problem-Solving

This course will equip you with essential skills for efficiently managing administrative tasks, effective communication, and leveraging technology to support businesses remotely. Gain proficiency in time management, project coordination, and problem-solving, to start your virtual assistant business today.



Course Objective: Become a Virtual Assistant

Advised Direction: 11 Weeks

Modality: Online, self-paced, instructor-led

Total Charge: \$2,497 (scholarships available)

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Sign Up Today at: zoomgfx.com