



Certificate of Completion

This is to certify that

Jermaine Mutiso

Course Scope / Learning Outcomes:

The participant completed comprehensive sessions covering:

1. Client acquisition, onboarding, and retention strategies
2. Service packaging, pricing, and proposal writing
3. Administrative systems and workflow automation
4. Social media management and reporting tools
5. Use of AI tools (ChatGPT, Google Workspace, Canva) for client delivery

By meeting all course requirements and completing the practical exercises, you demonstrated the skills, discipline, and professionalism required to operate as a Virtual Assistant capable of serving clients globally.

Elvis Warutumo

Instructor,
Elvis Warutumo Gitau



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