

## **CV The Musee**

My Name is Nathalie KANYANGE from Burundi as Nationality with Bachelor's degree in Administrative Sciences and Economics Department in Accounting Option.

I studied at the University Hope of Africa located in Bujumbura - Burundi and at the Martin Luther King University located in Bujumbura - Burundi.

My location of the highest level of education field of study is the Enterprise ALX Alumin Students Canvas and Slack as Virtual Assistant Student.

As a graduated ALX Student Slack and Canvas Applications, and as a Virtual Assistant Member ALX, I am the person to look for Job if you are looking for someone to take off administrative loads from your shoulder.

I gradually oriented My School Course towards the ALX Virtual Assistant Program Company Studies, the work of a Freelancer Virtual Assistant because this discipline reflects my favorite career and my values.

As an ALX Student Member, I am looking for a new Freelancer and Freelance Writer Virtual Assistant Opportunity.

I have a wide range Experience in Virtual Assistant Freelance and Freelancer Writer, in web search, data entry, Managing a Client's inbox, Managing a client's Calendar, Authoring effective surveys, Scheduling, Internet research, creating slides presentations, project Management, creating travel itineraries , transcribing, writing correspondence, technical writing, Facebook Group Management, Clickfunnels, content creation for Blog posts, Leadpages, Social Media Strategy, Content creation for Facebook and Instagram, Data entry and expenses, creating meeting agenda, Attending to customers, Taking meeting minutes , becoming online chat specialists, writeappreviews correspondence, SocialSale online, writers from Home, work and Earn as an Online Assistant etc..

So I can be of good use if you put me in the position I am asking for.

I have gone through several researches for Virtual Assistant as it is also my Educational background.

I am skilled in Computer and Phone Freelance Writer and have possessed many soft skills as a Virtual Assistant.

Then the other skills that stand out to me are: Content Writing

Professional and Business Writing

Sales and Marketing Copywriting

Digital Marketing

Lead Generation and Telemarketing

Customer Service and Tech Support

Data Entry and Transcription Services

Market Research and Product Reviews

project management

Virtual Assistance

word processor

Newsletter content creation

Email Marketing

Sales Funnels

Content creation for Twitter

Content creation for Facebook and Instagram

Technical writing and how to Posts

AD Creation and Management

Sales Funnels

Pinterest Strategy

BloggingManagement

YouTube Strategy

Facebook Strategy

Written Posts, Blogs, Articles, Guides and More

Paid Search

social media

digital-advertising

web design

WordPress Design

Shopify Support

Aweber

Social Media Strategy

Google ADs

Marketing

InfusionSoft

Instagram Ads

Reports  
Proposals  
Executive Assistant  
Account Executive  
Manage presence on social networks  
Design a website  
Entering e-commerce, online data on a back-office  
Maintaining relationships with Suppliers  
e-Commerce support  
Track  
take care of internal communication  
Perform internet research  
Organize business trips  
Book hotels  
Provide technical support  
Facebook group Management  
LinkedIn Group Management  
Online Membership Management  
Instapages  
Advertising Management Software  
web development  
Content creation for courses  
Webinar setup  
Live Webinar Support  
Webinar jam Setup  
Ninja Setup Webinar  
Squarespace  
WordPress Updates  
Website Design and Management  
Online Teaching Platforms  
Design  
Design using Photoshop  
Design via PicMonkey  
video-editing  
Content and Design eBook  
Graphic Design Logo  
Creating Infographics  
Advanced Graphic Design Skills  
Services for Bloggers  
Responding to Blog Comments  
BlogTrafficReporting  
HR Management  
Backups and updating Plugins  
Even Planning

Maintaining Editorial Calendar  
Social Media Strategy  
LinkedIn Strategy  
Tweeter Strategy  
TikTok  
Newsletter Content Creation  
Email Automation  
Business Development Representative  
Executive Assistant Amazon or Slack  
Chat Wizard  
Amazon Web Service  
Sales Associate Sunglass Hut  
Work from Home inside Sales Representative  
Slack Enterprise Account  
Executive-Finance Services  
General Enterprise Account, Executive Denmark Slack  
Junior/Senior Online Marketer  
Community Marketer  
Slack, Account Executive in New York  
Job Alert for Worldwide  
Technical Writer in Campbell, CA  
PaidonlineWritingjobs.com  
PayingSocialMediaJob  
Time Management  
Teamwork  
photoshop  
Public Speaking  
Power point  
Programming  
Graphic Design  
Microsoft Excel  
organization  
presentation making  
project management  
Dirty  
Social Media Management  
Proposal Writing  
Customer Support

Deciding to compete, I have some skills like:

Write quality texts of 500 words or more than 1000 words  
Write an article

Write 1000 word content

Write blog posts

WordPress

Creativity

TeamWork

Communication

Leadership

Social Media Planning

I am ready to become a Freelance Writer and Freelance Virtual Assistant Online or in the office

I am ready to become a CopyWriter

Then, I did the trainings and the Coaching in this Enterprise ALX during my ALX Studies

It is in this Enterprise International Establishment where I discovered the job of becoming a Virtual Assistant that I practice and I would like to get a job in this field of activity.

Being a Virtual Assistant is a specialty that I have developed over the course of my studies and professional experiences.

After these few months of courses and professional internship within the Enterprise ALX Canvas and Slack, I have the impression of having gone around the job, concerning this position.

This is how I would like to be retained and recruited by an Enterprise, as a Freelance Virtual Assistant or as a Freelance Writer or any other position that you deem necessary to grant me so that I can develop myself professionally and develop my professional career.

Thus, My Freelance Project is long term, is to become a Virtual Assistant and jump on this good opportunity, I will flourish.

If I will have the chance to win this job opportunity of a Virtual Assistant, this new experience will allow me to develop my acquired skills, while offering me the possibility of knowing a new sector of activities.

In reality, I have in My Profile also, a commercial sensitivity.

I am comfortable in commercial relations and Freelance Writer.

I have sometimes had the opportunity to notice him as a support or right-hand man for the sale.

This means that, for My manager or My manager who trusts me, I will prepare the files or documents, having this idea of selling or writing and satisfying the customer.

These are the aspects that make me feel up to the position you are offering.

With my Computer Tablet and Phones, I can analyze complex methods of data, manage a whole big meeting with possible outcomes, persuade my Customers with great service and what no.

So I can tell that, hiring me is your best option as I have already mentioned my great skills.

Regarding My Resume of Professional Experience:

Studied and tracked customer inbox, practiced customer service management, assisted with billing, customer diary management, and personal assistance .

We have studied, followed, practiced and analyzed the functioning of the Virtual Assistant tools

I learned how to become a Virtual Freelance Assistant and Freelance Writer Correspondence, I learned how to also become an Office Assistant and Freelance Assistant online and how to become a private assistant and how to become a virtual social assistant at home. home and online.

I worked on customer service management, telephone call management was my recent achievement, data entry on a back office, agenda management and event programming.

I worked and dedicated and hard working with internal drive to deliver excellence.

I worked and Managed relationships with clients provided support to driving achievement of sales goals that helped grow the Business.

I worked and developed daily newscasts, newspaper reporting for Radio Station.

I worked as Oversaw the development of global news stories and participated in writing, voicing and digital content.

I translated single stories about news, ideas and formulated news stories by researching and gathering facts.

Interviewed sources writing the stories and reporting live during a newscast for thousands of viewers daily.

I worked as Executive Assistant to CEO

I worked as a Website Designer

Provide technical support

I tracked and made deliveries

Write articles on a blog

Manage presence on social networks

Perform internet research

Manage messages on a given Site and E-mails etc...

Today, I would like to make my contribution to a dynamic company or enterprise, which has more prospects for development than the current company.

In this sense, the position you are offering seems to me to correspond to this expectation of opportunities.

Finally, being African, I am looking for an employment opportunity for young African Leaders in order to develop myself and develop my Professional career.

Please, I am Ready to Work, Let's go and Starting up!

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