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## MAVIS BRONIA AYORNU

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[LinkedIn](#) Ghana

### SUMMARY

Detail-oriented Virtual Assistant with expertise in administrative support, social media management, customer service, and community engagement. Skilled in email handling, scheduling, marketing, and client communication. Passionate about leveraging cryptocurrency knowledge to support online businesses and communities.

### SKILLS

- Virtual Assistance & Admin Support
- Social Media Management
- Customer Service & Client Relations
- Email & Calendar Management
- Sales & Marketing Support
- Cryptocurrency & Blockchain Knowledge
- Community Engagement

### WORK EXPERIENCE

#### Virtual Assistant | Remote | 2022 – Present

- Manage emails, schedules, and administrative tasks.
- Assist with social media content creation and engagement.
  
- Coordinate meetings and prepare reports.

#### Beauty Consultant | Remote | 2022 – Present

- Provided product recommendations and consultations.
- Built strong client relationships and promoted services online.

#### Financial Advisor | My Life Insurance | 2019 – 2021

- Advised clients on financial products and services.
- Achieved sales targets and maintained customer relationships.

### EDUCATION

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## **Diploma in Business Management & Secretarial Studies**

Vincentio Technological Institute, Accra | 2019

### **CERTIFICATION**

Virtual Assistant Mastery Program - Millionaire Squad