

# Amal Boullail

VA - virtual assistant

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## Amal Boullail

Tangier, Morocco

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### Summary

- Skilled in organizing schedules, and maintaining client records to streamline daily operations and improve time management.
- Experienced in drafting professional emails, preparing reports, and handling client interactions with clarity and precision.
- Competent in using Google Workspace, Microsoft Office, and task management tools to support administrative tasks and enhance productivity.

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### Volunteer Experience

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#### Event Coordinator / Y-peer Association

April 2021 - Mars 2022, Larache-Morocco

- Collaborated with a diverse team while effectively managing presentations and materials and communicating key messages to the audience.
- Contributed to the planning and execution of community outreach programs focused on youth health and empowerment, fostering engagement among participants.

#### Art Showcase Participant / Art Fair

February 2021, Larach-Morocco

- Showcased a variety of original artworks, including sketches and a notable paper house model, attracting positive feedback from attendees and fellow artists.
- Engaged with visitors to discuss my creative process and inspiration, enhancing my public speaking and presentation skills.

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### Education

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#### ALx VA Program / Graduated

August 2024 - September 2024, Remotely

Completed a comprehensive training program focusing on administrative support, communication, and task management skills, equipping me with the tools necessary for effective virtual assistance.

#### Faculty of Medicine and Pharmacy / First-Year Pharmacy Student

2024 - 2030, Tangier

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### Skills

- Communication Skills
- Technical Proficiency
- Customer Service
- Data Entry