

*Saylor University awards*

**Dan Rimniceanu**

*this certificate of achievement for*

**Specialization in Administrative or Virtual Assistant**

Issue Date: April 24, 2026

Certificate ID: [0961157458DR](#)

Total Hours in Courses: 82

Continuing Education Units: 8.2



Michael J Saylor



**Courses in Specialization:**

PRDV104: Professional Etiquette

PRDV005: Time and Stress  
Management

PRDV002: Professional Writing

PRDV003: Word Processing

PRDV004: Spreadsheets

PRDV008: Preparing and  
Delivering Presentations

PRDV107: Crisis Communication