

# Rabia Tanveer

*Clinical Psychologist | Educator | Executive & Virtual Assistant | Digital Marketing Strategist*

## Personal Information

Location: Wah Cantt, Pakistan  
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Nationality: Pakistani

## Professional Summary

Enthusiastic and dedicated Clinical Psychologist and Educator with proven expertise in counseling, teaching, and training. Skilled in delivering therapeutic interventions, conducting psychological assessments, and creating supportive learning environments. Adept at guiding individuals toward personal growth, emotional well-being, and academic success.

Additionally, accomplished in executive assistance, online business support, and digital strategy with 2+ years of experience working with international clients. Specialized in B2B and SaaS marketing, SEO, social media management, paid ads, content creation, and digital operations. Strong ability to balance psychological, educational, and digital business roles, making me versatile for both clinical/academic positions and online platforms.

## Education

Post Magistral Diploma in Clinical Psychology (PMDCP)  
University of Haripur, Pakistan (2020–2021) – CGPA: 3.65/4.0  
Bachelor of Science (Hons.) in Psychology  
University of Wah, Pakistan (2016–2020) – CGPA: 3.0/4.0

## Professional Experience

Executive Assistant – Coaching with Charli (USA) | 2023–2025

- Supported a US-based coach with calendar management, social media accounts, client onboarding, payroll, invoicing, and administrative coordination.
- Organized and managed webinars, online workshops, and client meetings, including technical setup and follow-up communication.
- Handled CRM systems, email correspondence, and workflow automation, streamlining operations for smoother business management.
- Improved overall efficiency by creating systems for task prioritization, reporting, and client engagement.

Virtual Assistant – Positive Leadership (USA) | 2024–2025

- Worked as a Virtual Assistant for a US-based leadership company, providing digital coordination and administrative support.
- Managed content scheduling, calendar organization, and social media activity, ensuring consistency in brand communication.
- Assisted with research, report preparation, and project documentation to support leadership programs.
- Coordinated with international clients and staff to ensure timely delivery of projects.
- Contributed to a professional online presence by monitoring engagement and preparing digital assets.

Online Counselor (USA Clients)

- Delivered 100+ virtual counseling sessions focusing on stress, anxiety, relationship issues, and coping strategies.
  - Created personalized therapeutic plans while maintaining ethical standards and client confidentiality.
  - Used telehealth platforms like Zoom and Google Meet for effective virtual delivery.
- Clinical Psychologist – FAS Medical
- Conducted psychological assessments, CBT interventions, and therapy sessions for diverse patients.
  - Collaborated with multidisciplinary teams to ensure holistic patient care.
- Psychologist – Asif Hospital | 2 Years
- Delivered therapy sessions, crisis intervention, and psychological support to patients.
  - Supported hospital staff through awareness programs and stress management sessions.
- Independent Online Counseling
- Provided online therapeutic support to international clients, designing custom therapy plans for stress, anxiety, and personal growth.

## Remote & Digital Experience

Digital Marketing Strategist | Social Media & SEO Specialist | 2021–Present

- 2+ years of experience in B2B and SaaS marketing, delivering measurable results for international clients.
- Managed Instagram, Facebook, LinkedIn, and TikTok campaigns, handling strategy, engagement, analytics, and ad performance.
- Executed SEO campaigns including keyword research, audits, and on-page/off-page strategies to boost organic traffic.
- Built funnels and automations with Mailchimp, ClickFunnels, HubSpot, and Go High Level, resulting in improved conversion rates and 40% more bookings.
- Launched and optimized paid campaigns (Meta, Google, LinkedIn), with focus on CTR, CPC, ROAS, and A/B testing.
- Supported businesses with course creation, newsletters, Shopify management, property management (Airbnb), and research projects.
- Used Buffer, Cloud Campaign, Canva Pro, Adobe Suite, Trello, Slack, and Google Suite for workflow and content scheduling.

## Teaching Experience

Psychology Lecturer (Guest/Visiting Roles)

- Delivered lectures and mentoring in psychology and mental health.
- Supervised research projects and guided students in professional development.

Mentor & Trainer

- Conducted workshops on stress management, CBT, therapeutic interventions, and personal growth strategies.

## Certifications

- Certified Clinical Psychologist (PMDCP)

## Core Competencies

- Clinical & Educational: Counseling, Assessments, CBT, Lesson Planning
- Executive & Virtual Assistance: Admin Support, Payroll, Invoicing, CRM, Scheduling
- Digital Marketing & Strategy: SEO, Paid Ads, Social Media, Funnels, Analytics
- Tools & Platforms: Trello, Slack, Canva Pro, G-Suite, Buffer, Cloud Campaign, Capcut, Shopify, Airbnb
- Strong Communication: Multilingual (English, Urdu, Punjabi)

## **Professional Development**

- Cognitive Behavioral Therapy (CBT)
- Psychological First Aid
- Applied Behavior Analysis (ABA) for Autism
- Hypnotherapy Techniques
- Crisis Intervention Strategies
- Stress & Anger Management
- Counseling for Drug Addiction

## **Professional Strengths**

- Adaptability across clinical, academic, and digital environments
- Skilled in executive and virtual assistance for international clients
- Strong leadership in workshops, online projects, and digital marketing campaigns
- Proven ability to boost client growth and operational efficiency
- Lifelong commitment to learning and professional excellence

## **References**

Available upon request.

Reference letters can also be provided upon request.