

Portfolio

Personal Information	
First Name: April Rose	Surname Initial: M
Position: Writer	Date Hired: July 9, 2007
Civil Status: Single	Date of Birth: April 11, 1986
Interests:	

Educational Background			
Level	Institute	Course	School Year
Post Graduate	-	-	-
Tertiary	West Visayas State University	B.S. Information Technology	2007
Secondary	Western Visayas College of Science and Technology		2003
Elementary	Graciano Lopez Jaena Elementary School		2003

Work Experiences		
Company	Position	Duration
Jollibee Foods Corp.	Service Crew	2004
Standard Charter Bank	Telemarketer	2005

Skills		
Computer Skills	Level (0 – 10)	Years of Experience
HTML	5	1
Other Skills	Level (0 – 10)	Years of Experience
Writing	9	1.5
SEO	8	2
Languages	Oral Proficiency (0 – 10)	Written Proficiency (0 – 10)
English	8	9
Tagalog	9	9

Hiring Assessments			
Project Tests	Score	Passing	Level (0 – 10)
IQ	118	118	
English Grammar	24	15	

General Internet Knowledge	17	12	
Personality Tests	Score	Scale	
Activity	15.5	(Inactivity)0/16-17/31(Activity)	
Sociability	19	(Unsociability)0/16-17/31(Sociability)	
Impulsiveness	14.5	(Control)0/17-18/31(Impulsiveness)	
Expressiveness	17.5	(Inhibition)0/11-12/31(Expressiveness)	
Responsibility	20	(Irresponsibility)0/14-15/31(Responsibility)	
Self-Esteem	20	(Inferiority)0/18-19/31(Self-Esteem)	
Happiness	19	(Depressed)0/18-19/31(Happy)	
Anxiety	14	(Calm)0/15-16/31(Anxiety)	
Obsessiveness	12.5	(Casual)0/10-11/31(Obsessive)	
Independence	19.5	(Dependency)0/15-16/31(Independence)	
Guilt	17	(Freedom from Guilt)0/12-13/31(Guilt)	
Aggressiveness	16	(Peacefulness)0/12-13/31(Aggressiveness)	
Assertiveness	21.5	(Submissiveness)0/15-16/31(Assertiveness)	
Ambition	17.5	(Unambitiousness)0/14-15/31(Ambitiousness)	
Manipulation	11	(Empathy)0/12-13/31(Manipulation)	
Sensation-Seeking	20	(Unadventurous)0/15-16/31(Sensation-Seeking)	
Dogmatism	13	(Flexibility)0/15-16/31(Dogmatism)	
Initial Interview Assessment			
Final Interview Assessment			
Training	Score	Trainer Comment	
Trained by client			
Diagnostic Test for Writer	89.55% passed	April is an excellent writer and very creative.	

AOV Experiences		
Previous Clients	Duration	Tasks
Keith Mallinson	August 26 - October 13, 2008	Article Writing/Rewriting
Hui Gauci	July 17 - 30, 2008	Research Article Writing/Rewriting
Marlene Maheu	June 30 - July	Studied References/Tutorials Sent by the client

	07, 2008	<p>Took down notes from the tutorials/references</p> <p>Writing Link Exchange Letters</p> <p>Research Websites/resources</p> <p>Find Duplicated Contents of Client's Articles/Resources</p> <p>Keyword Research</p> <p>Documentation of Resources/References</p>
Terry Bryan	July 09, 2007 - May 29, 2008	<p>Article Research</p> <p>Research on related topics/websites for the project</p> <p>Accumulated resources for a manual</p> <p>Rewriting Articles/Edited Resources</p> <p>Writing Articles</p> <p>Squidoo Lens making</p> <p>Article Submissions</p> <p>Directory Submissions</p> <p>Reciprocal Linking</p> <p>Link Exchange/Link Trade</p> <p>backlinks monitoring/analyzing</p> <p>Email Sorting and Forwarding</p> <p>Manage Web Store/Affiliate Products</p> <p>Data Input on Client's Database</p> <p>Keyword Research and Ranking</p> <p>Google Analytics Monitoring</p> <p>Domain Statistics Monitoring</p> <p>Edited/Maintained Membership/Subscription Site</p>
Markus Skupeika	October 2008 - August 2009	<p>Research</p> <p><i>Article Writing/Editing</i> -- blogs, content for a rticle directories, web2.0 sites and press release</p> <p><i>Submission</i> -- submitted articles to blogs, article directories, Web 2.0, PR sites</p> <p><i>Social Bookmarking</i> -- delicious, stumbleupon, technorati, propeller, etc</p> <p><i>Blog Commenting</i></p>
Lennart Frid	Sept. 09 - Sept. 30, 2009	Research, Article Writing
Norman Hem	October 26, 2009 - February 26, 2010	<p>- research</p> <p>- article writing (creation of autoresponder messages, blog posts and other forms of articles as specified/customized by the client)</p> <p>=> topics: cancer, health, vitamins, supplements, alternative medicine, diseases, health and lifestyle, SEO/ Internet Marketing</p>

	<ul style="list-style-type: none">- management of Autoresponder (posting, updating, etc)- blog posting, article submission, tweeting
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