

Portfolio

Personal Information	
First Name: Erwin Renan	Last Name: Daclan
Position: Virtual Assistant	Date Hired: August 22, 2007
Civil Status: Single	Date of Birth: June 16, 1978
Interests: PCs, Video Cameras, PC Troubleshooting, Tennis, Internet, Anime, Manga	

Educational Background			
Level	Institute	Course	School Year
Post Graduate	n/a	n/a	n/a
Tertiary	Davao Doctors College	BS in Physical Therapy	1995-2001
Secondary	Ateneo de Davao University		1991-1995
Elementary	Ateneo de Davao University		1985-1991

Work Experiences		
Company	Position	Duration
KAAKBAY Rehabilitation Center	Physical Therapist	3 Years

Skills			
Computer Skills	Level (0 – 10)	Years of Experience	
Office Applications	8	5	
Video Editing Multimedia	7	3	
PC Troubleshooting	8	3	
SEO	7	1	
Article Writing	8	1	
Audio Transcription	7	1	
Other Skills	Level (0 – 10)	Years of Experience	
Driving	8	10	
Tennis	8	13	
Languages	Oral Proficiency (0 – 10)	Written Proficiency (0 – 10)	
English	8	8	
Tagalog	7	7	
Project Tests	Score	Passing	Level (0 – 10)
IQ Score	138	118	

Personality Tests		
Activity	14.5	(Inactivity)0/16-17/31(Activity)
Sociability	19.5	(Unsociability)0/16-17/31(Sociability)
Impulsiveness	13.5	(Control)0/17-18/31(Impulsiveness)
Expressiveness	18	(Inhibition)0/11-12/31(Expressiveness)
Responsibility	30.5	(Irresponsibility)0/14-15/31(Responsibility)
Self-Esteem	27.5	(Inferiority)0/18-19/31(Self-Esteem)
Happiness	24.5	(Depressed)0/18-19/31(Happy)
Anxiety	6	(Calm)0/15-16/31(Anxiety)
Obsessive ness	16	(Casual)0/10-11/31(Obsessive)
Independence	29.5	(Dependency)0/15-16/31(Independence)
Guilt	10.5	(Freedom from Guilt)0/12-13/31(Guilt)
Aggressiveness	6	(Peacefulness)0/12-13/31(Aggressiveness)
Assertiveness	21	(Submissiveness)0/15-16/31(Assertiveness)
Ambition	25.5	(Ambitiousness)0/14-15/31(Ambitiousness)
Manipulation	5	(Empathy)0/12-13/31(Manipulation)
Sensation-Seeking	26	(Unadventurous)0/15-16/31(Sensation-Seeking)
Dogmatism	13.5	(Flexibility)0/15-16/31(Dogmatism)
Initial Interview Assessment		
<p>Erwin used to do Freelance Transcriptions at www.mturk.com – podcast transcription which most of the materials being transcribed came from seminars, meetings and medical transcriptions as well. He is also member of www.shoryuken.com an online fighting game which he actively participates as well as actively posts to the forums.</p>		
Final Interview Assessment		
<p>Erwin is skilled both in oral and written English. He can be an efficient Virtual Assistant.</p>		
Training	Score	Trainer Comment
Trained by Client		

AOV Experiences		
Previous Clients	Duration	Tasks
Kerry Beck	1 year and 1 month	Research, Spreadsheet work on A member, Auto responder and Click bank, Rewriting Articles, Keyword Research, Tasks like removing spam from blogs, emails and the like SEO, Audio Transcription, Answering Emails, Writing Blogs

Nick Temple

7 months

Before starting each shift the TRAC is opened and checked for new tasks

INTELLISPIRE TRAC

Task: The TRAC is used as a checklist for tasks
Also repository of articles and plugins and other intellispire programs

Link - <http://www.intelliforge.net/trac/intellispire>

Tasks related to the TRAC:

Task: Working on aweber private labels and shoppingcart url excel spreadsheet

Link - <http://www.intelliforge.net/trac/intellispire>

Task: Searched different website monitoring software

Link - <http://www.intelliforge.net/trac/intellispire>

Task: making articles on the aweber owners and their private labels

Article on Joomla, Linux permissions

Link - <http://www.intelliforge.net/trac/intellispire>

Task: Transcription

Transcribing Videos

Transcribing Aweber Videos to be used as helper text on the intellispire support forum

Link - <http://www.intellispire.com/web/Email-Autoresponders/aweber-autoresponders-with-joomla-for-direct-email-marketing.html>

How To Start A Joomla Membership Site With A member

Link -

<http://video.easymembershipsites.com/jms/index.html>

Intellispire Support

Support Forum

Checking tickets for spam and new queries
preparing/sending canned/predefined responses to customers, checking them acting as first line of customer support.

Link - <http://support.intellispire.com/staff/>

Get Satisfaction:

Task: Checking for new customer

queries/questions.

extension of the intellispire support site (where customers of intellispire components and plug-ins get help on their software)

Link - <http://getsatisfaction.com/intellispire/>

Joomla - CMS

Task: Browsing joomla forums and documentation on the wiki

Installing Joomla locally and testing the ins and outs of Joomla

Link - <http://joomla.org>

Link -

<http://www.intelliforge.net/jdev/nclean/administrator/index.php> (intellispire development site)

for testing purposes

Installing components and also downloading the intellispire software from (www.intellispire.com)

Running Joomla locally and practicing installing components and installing add ons

TRAININGS

Simpleology:

Task: Learning and Studying about Simpleology 101; done first thing before starting the assigned tasks.

Link - www.simpleology.com

Seo Training:

Task: Studying the downloaded video files about SEO Training

2 iso video files containing the SEO Training Video