

Portfolio

Personal Information	
First Name: Jam Laurence	Last Name: D.
Position: Virtual Assistant	Date Hired: November 26, 2007
Civil Status: Single	Date of Birth: June 14, 1983
Interests: Basketball, love to watch movies	

Educational Background			
Level	Institute	Course	School Year
Post Graduate			
Tertiary	Asian Institute in Computer Studies	2 yr. Associate in Computer Science	2005-2007
Secondary	PWC, UM, San Juan National High School		1996-2001
Elementary	Malate Catholic School, PWC		1990-1996

Work Experiences		
Company	Position	Duration
Coca Cola Phil. Cebu City, Phil.	Program Implementor	October 2007 (1 week Training)
Citi Bank Group of Companies, Ortigas, Pasig City	Call Center agent (Local)	August 2006 (1 Month)

Skills		
Computer Skills	Level (0 – 10)	Years of Experience
MS Office, Open Office	10	4
HTML	7	1
Data Collection/ Cleansing	10	1
Internet Savvy	10	6
Cisco Networking	4	2
Other Skills	Level (0 – 10)	Years of Experience
Writing	10	1
Leadership	10	3
Languages	Oral Proficiency (0 – 10)	Written Proficiency (0 – 10)
English	8	10

Filipino	10	10
Project Tests		
Project Tests	Score	Passing
IQ Score	129	100
Personality Tests		
Activity	18.5	(Inactivity)0/16-17/31(Activity)
Sociability	17	(Unsociability)0/16-17/31(Sociability)
Impulsiveness	9	(Control)0/17-18/31(Impulsiveness)
Expressiveness	14.5	(Inhibition)0/11-12/31(Expressiveness)
Responsibility	19.5	(Irresponsibility)0/14-15/31(Responsibility)
Self-Esteem	21	(Inferiority)0/18-19/31(Self-Esteem)
Happiness	24.5	(Depressed)0/18-19/31(Happy)
Anxiety	12.5	(Calm)0/15-16/31(Anxiety)
Obsessive ness	14.5	(Casual)0/10-11/31(Obsessive)
Independence	22	(Dependency)0/15-16/31(Independence)
Guilt	10	(Freedom from Guilt)0/12-13/31(Guilt)
Aggressiveness	15	(Peacefulness)0/12-13/31(Aggressiveness)
Assertiveness	21	(Submissiveness)0/15-16/31(Assertiveness)
Ambition	19	(Ambitiousness)0/14-15/31(Ambitiousness)
Manipulation	11	(Empathy)0/12-13/31(Manipulation)
Sensation-Seeking	18	(Unadventurous)0/15-16/31(Sensation-Seeking)
Dogmatism	14.5	(Flexibility)0/15-16/31(Dogmatism)
Initial Interview Assessment		

Jam Laurence is a graduate of Computer Science. He has acquired his computer skills in school and through his experiences. His work experience as a call center agent taught him to be oriented and be equipped more in the job he wants to land on.

Final Interview Assessment

Jam showed interest in the IT field. He is willing to explore new things and enhance his skills while working productively. He is looking forward to learn and to encounter great and new experiences in the future with the company. He has a positive outlook in life. Thus, he wants to develop his skills to level up his expertise.

Working together with different personalities and dealing with each others' attitudes bring excitement for him to work even harder everyday. His focus on tasks is his strategy to satisfy the needs of his client. Jam as a hard working individual can bring great results whatever tasks may be assigned to him.

Training	Score	Trainer Comment
Trained by Client		He finishes his work on time.

AOV Experiences		
Previous Clients	Duration	Tasks
Closing Corp.	Nov 2006 to August 2008	Web Research, Data Collection
Oliver Turner	1 month	<p>Task1--- Link building includes Social Media Marketing such as Article Posting in Blogsites like squidoo, wetpaint, blogspot, experience, myspace, clearblogs, multiply and much more then doing cross linking on this sites afterwards ping the sites and its RSS</p> <p>Task 2 ---Social Bookmarking</p> <p>Task 3 --- Blog Commenting, Directory Submission, Article Submission</p> <p>Task 4 ---Youtube Linking System - go to websites like yahoo answers, help, wikianswers etc and answer questions related to the keyword given and leave a link back to the websites of the client</p>
Nicole van der Hulst	October 20, 2008 – May 8, 2009	<ol style="list-style-type: none"> 1. Pricing Analysis - Search for the top 3 lowest prices of each item in google which is given from the worksheet and collect the url of the item, the price and the shipping fee. In the worksheet there are 3 columns to be filled in, namely the url of the item, the price of the item and the shipping fee. 2. Filling in Worksheet - Item codes, descriptions, dimensions, price, features, size, shipping fee and how it'll be shipped and much more important details of each item. 3. SIFL Tickets - From Gmail, Transfer information of the item and calculate the Pricing and shipping fee of the company and also the competitor's website including the tax rate where the product will be delivered. All information collected is placed on the google docs created by the client. 4. Review Mining - Collect reviews from the items listed in the worksheet - go to amazon epinions, target, or even walmart to find 5 reviews for each item. - pull reviews from satisfied as well as slightly dissatisfied customers. 5. Cross Selling - Create combination of baby furnitures or what else can or will the customer can buy with the item I am

		<p>picking, or what can we SUGGEST in the customer's decision making in what to buy.</p> <ul style="list-style-type: none"> - As much as possible do it per color and per collection whenever possible. And as much as possible make at least 6-8 cross sells per item.
David Kasteler	11/23/2009 - 02/01/2010	<p>directory submission, social bookmarking, social media marketing, keyword research/analysis, blogging</p>