

Portfolio

Personal Information	
First Name: Jay	Last Name: Rodas
Position: Virtual Assistant	Date Hired: December 17, 2007
Civil Status: Single	Date of Birth: August 9, 1984
Interests: music, watching horror and suspense movie, singing, food trip, meeting new friends	

Educational Background			
Level	Institute	Course	School Year
Post Graduate			
Tertiary	University of Mindanao	BS Marketing	2006
Secondary	Sta. Ana National High School		1997 - 2001
Elementary	Kapitan Tomas Monteverde Sr., Central Elementary School		1991 - 1997

Work Experiences		
Company	Position	Duration
Qualiserv Contact Solutions	Call Center Representative	June - December 2007
Tesoros Printing Press	Account Executive	January - June 2007
Philippine Long Distance Telephone Company	Sales Representative	November - December 2006

Skills		
Computer Skills	Level (0 – 10)	Years of Experience
Product Research and Data Entry	10	
Basic HTML	7	
GIMP	8	
FileZilla	8	
Windows Live Writer Beta	10	
Outlook Express	8	
MS Office Applications	10	

Internet	10	
Email	10	
Other Skills	Level (0 – 10)	Years of Experience
Blogger	8	
Squidoo	8	
Drawing	9	
Languages	Oral Proficiency (0 – 10)	Written Proficiency (0 – 10)
Filipino	10	10
Visayan	10	10
English	9	9
Project Tests	Score	Passing Level (0 – 10)
IQ Score:	120	118
Personality Tests		
Activity	18.5	(Inactivity)0/16-17/31(Activity)
Sociability	20.5	(Unsociability)0/16-17/31(Sociability)
Impulsiveness	20.5	(Control)0/17-18/31(Impulsiveness)
Expressiveness	14.5	(Inhibition)0/11-12/31(Expressiveness)
Responsibility	13	(Irresponsibility)0/14-15/31(Responsibility)
Self-Esteem	11	(Inferiority)0/18-19/31(Self-Esteem)
Happiness	15.5	(Depressed)0/18-19/31(Happy)
Anxiety	18	(Calm)0/15-16/31(Anxiety)
Obsessive ness	14	(Casual)0/10-11/31(Obsessive)
Independence	15.5	(Dependency)0/15-16/31(Independence)
Guilt	12.5	(Freedom from Guilt)0/12-13/31(Guilt)
Aggressiveness	12.5	(Peacefulness)0/12-13/31(Aggressiveness)
Assertiveness	15	(Submissiveness)0/15-16/31(Assertiveness)
Ambition	22	(Ambitiousness)0/14-15/31(Ambitiousness)
Manipulation	9	(Empathy)0/12-13/31(Manipulation)
Sensation-Seeking	19	(Unadventurous)0/15-16/31(Sensation-Seeking)
Dogmatism	13	(Flexibility)0/15-16/31(Dogmatism)
Initial Interview Assessment		
Final Interview Assessment		
He has a good command in English both in oral and in written, good marketing skills, good customer service and interpersonal skills.		

Behavior at work:		
<ol style="list-style-type: none"> 1. Dedicated 2. Focused 3. Perspective – never gets tired of working 4. Mind setting – always positive 		
Training	Score	Trainer Comment
Trained by Client		

AOV Experiences		
Previous Clients	Duration	Tasks
Corey Smith	April 24 2008 – February 24, 2009	Product Research and Data Entry
Andrew Wee	December 17, 2007 – April 8, 2008	Client Support (Email / Call)
Matt Kearney	March 20 2009 - July 31 2009	<ul style="list-style-type: none"> • Uploading and Data Entry @ Magento (http://www.windthewatch.com/) • Blog Posting • Writing Short Articles @ LinkVana • Writing Product Descriptions
Dwayne Golden	August 6, 2009 December 03, 2009	<ul style="list-style-type: none"> • customer support (checking, forwarding, and responding emails)
Joshua Geary	December 2009 – February 3, 2010	<ul style="list-style-type: none"> • creating accounts at social networking sites