

Portfolio

Personal Information	
First Name: Jean	Last Name: Diaz
Position: Linkbuilder	Date Hired: January 18, 2008
Civil Status: Single	Date of Birth: October 03, 1986
Interests: Blogging, Linkbuilding, Internet Surfing, Data Entry, Encoding/Typing, Web Programming and Arts	

Educational Background			
Level	Institute	Course	School Year
Post Graduate	n/a	n/a	n/a
Tertiary	STI College Davao	Diploma in E-Commerce Programming	2005-2007
Secondary	Bambad High School		1999-2003
Elementary	Maremco Elementary School		1993-1999

Work Experiences		
Company	Position	Duration
Davao City Real Property Tax Computerization Project	Data Encoder	5 months

Skills		
Computer Skills	Level (0 – 10)	Years of Experience
Microsoft Office Applications	9	6
Internet	8	4
Web Programming (HTML, CSS and PHP)	7	3
Basic PC Troubleshooting	5	3
Paint, Paint.Net and Photoshop	5	1
Other Skills	Level (0 – 10)	Years of Experience
Movie Maker	8	5
Encoding/Typing	10	6
Data Entry	10	2
Research	9	5
Link Building	9	2
Blogging	9	2

MicroBlogging	8	2
Adwords/Adsense Management	8	2
Networking	5	1
Languages	Oral Proficiency (0 – 10)	Written Proficiency (0 – 10)
English	7	7
Filipino	9	9
Project Tests	Score	Passing
IQ	125	118
Personality Tests		Level (0 – 10)
Activity	19	(Inactivity)0/16-17/31(Activity)
Sociability	19	(Unsociability)0/16-17/31(Sociability)
Impulsiveness	7.5	(Control)0/17-18/31(Impulsiveness)
Expressiveness	15.5	(Inhibition)0/11-12/31(Expressiveness)
Responsibility	29	(Irresponsibility)0/14-15/31(Responsibility)
Self-Esteem	29	(Inferiority)0/18-19/31(Self-Esteem)
Happiness	21	(Depressed)0/18-19/31(Happy)
Anxiety	24	(Calm)0/15-16/31(Anxiety)
Obsessive ness	16	(Casual)0/10-11/31(Obsessive)
Independence	28	(Dependency)0/15-16/31(Independence)
Guilt	17	(Freedom from Guilt)0/12-13/31(Guilt)
Aggressiveness	2	(Peacefulness)0/12-13/31(Aggressiveness)
Assertiveness	24	(Submissiveness)0/15-16/31(Assertiveness)
Ambition	16	(Ambitiousness)0/14-15/31(Ambitiousness)
Manipulation	9.5	(Empathy)0/12-13/31(Manipulation)
Sensation-Seeking	1	(Unadventurous)0/15-16/31(Sensation-Seeking)
Dogmatism	4	(Flexibility)0/15-16/31(Dogmatism)
Initial Interview Assessment		
Final Interview Assessment		
<p>Jean wants to improve her skills in programming if given a chance to change position in the future. She is very dedicated to her work, resourceful, has initiative in doing the tasks and always sees to it she submits projects before deadline.</p> <p>She is a quick learner and always tries her best to learn new things. Her skills and</p>		

dedication are guarantee for better service.

Training	Score	Trainer Comment
Trained by Client		

AOV Experiences		
Previous Clients	Duration	Tasks
Wes Wilkinson	1 month	Blogging, Article Submission, URL Submission,
David Riklan	1 year and 4 months	Data Entry, URL and Article Submission, Bookmarking, Blog Commenting

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