

Portfolio

Personal Information	
First Name: Mark Lester	Surname Initial: B
Position: Site Admin	Date Hired: April 30, 2007
Civil Status: Single	Date of Birth: December 13, 1982
Interests: Internet Surfing, Music	

Educational Background			
Level	Institute	Course	School Year
Post Graduate	-	-	-
Tertiary	Central Philippine University	BS Commerce Major in Finance	2004
Secondary	Iloilo National High School		2000
Elementary	Bo. Obrero Elem. School		1996

Work Experiences		
Company	Position	Duration
Mandurriao Star Inc. (SM Dept. Store)	Checker	2005-2006
Regional Trial Court Branch 31 (Hall of Justice)	Practicum	2003-2004

Skills		
Computer Skills (specify)	Level (0 – 10)	Years of Experience
Adobe Photoshop	6	
Gimp	3	
MS Office Applications	9	
HTML	4	
CSS	3	
Other Skills	Level (0 – 10)	Years of Experience
Basic Computer Maintenance	4	
SEO	6	
Languages	Oral Proficiency (0 – 10)	Written Proficiency (0 – 10)
Filipino	8	9
English	7	8

Hiring Assessments			
Project Tests	Score	Passing	Level (0 – 10)
IQ	118	118	
English Grammar	24	15	
General Internet Knowledge	15	12	
Personality Tests	Score	Scale	
Activity	10.5	(Inactivity)0/16-17/31(Activity)	
Sociability	17.5	(Unsociability)0/16-17/31(Sociability)	
Impulsiveness	9.5	(Control)0/17-18/31(Impulsiveness)	
Expressiveness	14	(Inhibition)0/11-12/31(Expressiveness)	
Responsibility	24	(Irresponsibility)0/14-15/31(Responsibility)	
Self-Esteem	19.5	(Inferiority)0/18-19/31(Self-Esteem)	
Happiness	22.5	(Depressed)0/18-19/31(Happy)	
Anxiety	11.5	(Calm)0/15-16/31(Anxiety)	
Obsessiveness	14.5	(Casual)0/10-11/31(Obsessive)	
Independence	18.5	(Dependency)0/15-16/31(Independence)	
Guilt	10.5	(Freedom from Guilt)0/12-13/31(Guilt)	
Aggressiveness	7	(Peacefulness)0/12-13/31(Aggressiveness)	
Assertiveness	17	(Submissiveness)0/15-16/31(Assertiveness)	
Ambition	20	(Unambitiousness)0/14-15/31(Ambitiousness)	
Manipulation	9	(Empathy)0/12-13/31(Manipulation)	
Sensation-Seeking	14	(Unadventurous)0/15-16/31(Sensation-Seeking)	
Dogmatism	13.5	(Flexibility)0/15-16/31(Dogmatism)	
Initial Interview Assessment			
Final Interview Assessment			
Training	Score	Trainer Comment	
Trained by client			
Diagnostic Test for Site Admin	82.45% (passed)		

AOV Experiences		
Previous Clients	Duration	Tasks
Travis Wothe	April -July 2007	Keyword research

		Data collection
Lee Vance	July 2007- January 9 2008	Wordpress Installation using Cpanel Article spinning Directory submission Keyword research Craigslist posting Account creation for social networking sites Article submission
Ashley Jensen (Fastrack)	January 23 2008 – March 2009	Data collection Page editing (using typo3 cms for updating) Auction data results collection (pricing for used trucks and trailers) Loading Stocklists form Truck dealers to Fastrack
Chuck Pinnell	May 4-19, 2009	Directory Submission, Blog commenting, Forum Posting, Create accounts for social bookmarking sites and social networking sites, Search MLMers on youtube to send invites for MLMsocialite.com
Steve Shaw	June 8, 2009 - August 31, 2009	Keyword Nich Research, Compile keyword list using Wordtracker, Domain name research, Posting content
Teresa Greasley	Oct. 19, 2009 – Jan. 4, 2010	Backlink Search, Keyword research using Market Samurai, Blog Commenting, Directory submission, Yahoo answers, using Lotus Jump, High Page rank Backlinking, Post updates on Blog, Forum posting