

## Portfolio

Personal Information	
First Name: Richard	Last Name: Villapando
Position: Webmaster	Date Hired: February 11, 2008
Civil Status: Single	Date of Birth: June 23, 1984
Interests: Web Design, Animation, CMS and Programming	

Educational Background			
Level	Institute	Course	School Year
Post Graduate	n/a	n/a	n/a
Tertiary	AMA Computer College	Bachelor of Science in Computer Science	2001 - 2007
Secondary	University of Mindanao		1998 - 2001
Elementary	Stella Maris Academy of Davao		1993 - 1998

Work Experiences		
Company	Position	Duration
RLV Computer and Copying Services	Layout Artist/ Encoder	June – December 2006
Bureau of Internal Revenue	OJT – Office Clerk	September – December 2005
Bits and Bytes Internet Cafe	Computer Attendant	March – June 2004

Skills		
Computer Skills	Level ( 0 – 10 )	Years of Experience
Extensible Hypertext Markup Language (HTML)	8	5
Cascading Style Sheet (CSS)	8	3
Web Graphics (Adobe Photoshop)	9	5
Web Animation (Adobe Flash)	7	4
Wordpress (CMS)	7	2
JavaScript	6	2
Hypertext Preprocessor (PHP)	5	1
MS Office applications	7	4
Other Skills	Level ( 0 – 10 )	Years of Experience
Search Engine Optimization	6	1

CMS Installation and Configuration	8	2
FTP	8	2
Languages	Oral Proficiency ( 0 – 10 )	Written Proficiency ( 0 – 10 )
English	6	8
Filipino	8	7
Visayan (vernacular)	9	7
Project Tests	Score	Passing
IQ Test	121	118
Personality Tests		
Activity	13.5	(Inactivity)0/16-17/31(Activity)
Sociability	13	(Unsociability)0/16-17/31(Sociability)
Impulsiveness	14	(Control)0/17-18/31(Impulsiveness)
Expressiveness	17.5	(Inhibition)0/11-12/31(Expressiveness)
Responsibility	23	(Irresponsibility)0/14-15/31(Responsibility)
Self-Esteem	26.5	(Inferiority)0/18-19/31(Self-Esteem)
Happiness	27.5	(Depressed)0/18-19/31(Happy)
Anxiety	7	(Calm)0/15-16/31(Anxiety)
Obsessive ness	4	(Casual)0/10-11/31(Obsessive)
Independence	26	(Dependency)0/15-16/31(Independence)
Guilt	4.5	(Freedom from Guilt)0/12-13/31(Guilt)
Aggressiveness	10.5	(Peacefulness)0/12-13/31(Aggressiveness)
Assertiveness	22	(Submissiveness)0/15-16/31(Assertiveness)
Ambition	23.5	(Ambitiousness)0/14-15/31(Ambitiousness)
Manipulation	6	(Empathy)0/12-13/31(Manipulation)
Sensation-Seeking	27.5	(Unadventurous)0/15-16/31(Sensation-Seeking)
Dogmatism	14.5	(Flexibility)0/15-16/31(Dogmatism)
Initial Interview Assessment		
Final Interview Assessment		
<p>Richard fits to this kind of job. He believes that he is capable because this has been his field for quite some time now and he had learned a lot from his previous work which honed him to become better and confident for whatever tasks laid down before him.</p> <p>He had been interested in internet since he was a kid so it has been his dream to work and be a part of it. This interest drives him to be much more enthusiastic working in this field.</p> <p>Richard stays humble. He admitted that he has more to learn and discover. He wants to</p>		

be more equipped with knowledge more than what he has now. He is very willing to be trained and eager to learn more when it comes to improving his computer skills.

He has focus in his work because he cares about the output and the person whom he works for. He is very flexible, thus he can easily adjust with the given tasks whether designing or programming.

Impressive performance highly recommended.

Training	Score	Trainer Comment
		<p><b>Web Standards</b></p> <p>Richard is exceptional with his HTML and CSS skills and very resourceful as he does extensive research (video tutorials) to better understand the topic at hand.</p> <p>you can see his work here: <a href="http://richard-the-webmaster.co.cc/">http://richard-the-webmaster.co.cc/</a></p> <p><b>Webhosting Management and FTP</b></p> <p>Richard's webhost management and FTP skills are also exceptional to the point that he has the initiative to do the next steps and only asks question when he doesn't understand.</p> <p><b>Domain registered:</b> <a href="http://richard-the-webmaster.co.cc/">http://richard-the-webmaster.co.cc/</a></p> <p><b>Subdomains:</b></p> <p><a href="http://project1.net78.net/">http://project1.net78.net/</a></p> <p><b>Content Management Systems</b></p> <p>Richard's installation and updating of Content Management Systems (in particular Wordpress, Joomla and Drupal) is also exceptional as he was able to fully install and update Wordpress and Drupal in a single day. He then installed and updated the Joomla system the next day without asking help from me which show initiative and willingness to learn.</p> <p>Here are his works</p> <p>WordPress  Site: <a href="http://richardv.net78.net/wp/">http://richardv.net78.net/wp/</a>  Admin Username: richardv  Admin Password: 2dead1s</p> <p>Drupal  Site: <a href="http://richardv.net78.net/drups/">http://richardv.net78.net/drups/</a>  Admin Username: richardv  Admin Password: 2dead1s</p>

	<p>Joomla  Site: <a href="http://chadlv.net78.net/j_ins/">http://chadlv.net78.net/j_ins/</a>  Admin Username: chadlv  Admin Password: 2dead1s</p>
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**AOV Experiences**

Previous Clients	Duration	Tasks
Michael Tipper	7 Months	<ul style="list-style-type: none"> <li>- Wordpress Installation/ Update, Configuration, Repair and Maintenance</li> <li>- Header, Banner and Product image design</li> <li>- File Transfer using Filezilla</li> </ul>
Vinay Koshy	February 20, 2009 – March 6, 2009	<p>Build Hubpage and Squidoo Lens</p> <ul style="list-style-type: none"> <li>- Client wanted to introduce me on how to create webpages on squidoo.com and hubpages.com</li> </ul> <p>Tasks include: keyword research, writing an article, static webpage creation</p> <p><a href="http://www.michaeltipper.com">http://www.michaeltipper.com</a></p> <p><a href="http://www.michaelonmindmapping.com">http://www.michaelonmindmapping.com</a></p> <p><a href="http://www.michaelonspeedreading.com">http://www.michaelonspeedreading.com</a></p> <p><a href="http://www.michaelonmemory.com">http://www.michaelonmemory.com</a></p> <p><a href="http://www.mindmappingmastery.com">http://www.mindmappingmastery.com</a></p> <hr/> <p>Keyword Research</p> <ul style="list-style-type: none"> <li>- Gathered data that are based on page ranking and CPC which were then marked accordingly in a spreadsheet document.</li> </ul> <p>Tasks include: keyword research, spreadsheet creation,</p> <hr/> <p>WP installation and configuration</p> <ul style="list-style-type: none"> <li>- Installed semiologic pro on 6 domains and configured the set up according to the clients instruction.</li> </ul>

		Tasks include: wp installation, ftp, blogsite configuration
Joseph Gacoscos	March 13, 2009 - June 19, 2009	View tutorials about Internet Marketing Study/ Use Internet marketing software and tools Study VPS, WHM, CPanel Create Website (loan4yourbusiness.com) Create designs  <a href="http://www.loan4yourbusiness.com">http://www.loan4yourbusiness.com</a>
Bardi Toto	2 Months	<ul style="list-style-type: none"> <li>- Static webpage creation (HTML / CSS)</li> <li>- Image creation, slicing for banners and promotion ads.</li> <li>- Introduction to File Transfer (FTP) using Filezilla</li> <li>- Introduction to CPanel</li> </ul>