

# Portfolio

Personal Information	
First Name: Shiela	Surname Initial: P
Position: Virtual Assistant	Date Hired: May 26, 2008
Civil Status: Single	Date of Birth: July 16, 1977
Interests: Reading, Listening to music	

Educational Background			
Level	Institute	Course	School Year
Post Graduate	-	-	-
Tertiary	Western Institute of Technology	B.S. Computer Engineering	1995- 1999
Secondary	Jalandoni Memorial High School	NA	1991-1995
Elementary	Iloilo Central Elementary School	NA	1985-1991

Work Experiences		
Company	Position	Duration
Callbox Inc./Parallel Processing Incorporated	Telemarketer	07/06-04/08
Neo International Language Center	English Tutor	11/05-10/06
TOPCA INC.	Bingo Caller/ Cashier	12/01-09/02
MSI/SM City	Checker/Cashier	08/00-01/01

Skills		
Computer Skills (specify)	Level ( 0 – 10 )	Years of Experience
MS Word		1 year
MS Excel		1 year
Other Skills	Level ( 0 – 10 )	Years of Experience
Public Relation	8	4 years
Link building	7	1 year
Blogging/Blog Commenting	7	1 year
Languages	Oral Proficiency ( 0 – 10 )	Written Proficiency ( 0 – 10 )
English	8	8

Hiring Assessments			
Project Tests	Score	Passing	Level ( 0 – 10 )

IQ	118	118	
English Grammar	21	15	
General Internet Knowledge	6	12	
<b>Personality Tests</b>	<b>Score</b>	<b>Scale</b>	
Activity	16.5	(Inactivity)0/16-17/31(Activity)	
Sociability	19.5	(Unsociability)0/16-17/31(Sociability)	
Impulsiveness	11	(Control)0/17-18/31(Impulsiveness)	
Expressiveness	22.5	(Inhibition)0/11-12/31(Expressiveness)	
Responsibility	23	(Irresponsibility)0/14-15/31(Responsibility)	
Self-Esteem	24.5	(Inferiority)0/18-19/31(Self-Esteem)	
Happiness	25	(Depressed)0/18-19/31(Happy)	
Anxiety	9	(Calm)0/15-16/31(Anxiety)	
Obsessiveness	15	(Casual)0/10-11/31(Obsessive)	
Independence	25.5	(Dependency)0/15-16/31(Independence)	
Guilt	18.5	(Freedom from Guilt)0/12-13/31(Guilt)	
Aggressiveness	9.5	(Peacefulness)0/12-13/31(Aggressiveness)	
Assertiveness	22	(Submissiveness)0/15-16/31(Assertiveness)	
Ambition	23	(Unambitiousness)0/14-15/31(Ambitiousness)	
Manipulation	11	(Empathy)0/12-13/31(Manipulation)	
Sensation-Seeking	21.5	(Unadventurous)0/15-16/31(Sensation-Seeking)	
Dogmatism	14.5	(Flexibility)0/15-16/31(Dogmatism)	
<b>Initial Interview Assessment</b>			
She really loves to talk, flexible, highly motivated, and shows determination. Flexible work shifts.			
<b>Final Interview Assessment</b>			
<b>Training</b>	<b>Score</b>	<b>Trainer Comment</b>	
<b>SEO</b>			
Keyword Research and Analysis	86.67%		
Article Writing and Rewriting	66.67%		
Blogging	73.34%		
Article Submission, URL Submission, Blog Commenting, Forum Posting, Social Bookmarking, Social Networking	71.33%		

Link Building Plan	65.00%	
Software Review	51.67%	
TOTAL	69.11%	Shiela can follow instructions well despite encountering difficulties in learning the tasks well. She is less technical oriented as Gwyneth, but she can do her job with minimal supervision. She, however, has a weakness in reaching goals. But her strength lies in her determination to improve her skills and expand her knowledge. With practice and time, she can achieve all this. She just needs more push in doing her tasks.
Diagnostic Test for Virtual Assistant	80.33%	Shiela has shown she has a beginner's understanding of link building methods, and she can carry a natural conversation in English.

#### AOV Experiences

Previous Clients	Duration	Tasks
Mario Gutierrez	05/08-08/09	Link Building/ Data Mining
Simon Hill	12/08-05/09	Customer Support/ Link Building
Brett Martinson	May 28 – Dec. 22, 2009	Identifying dofollow blogs/forums, blog/forum posting, (getting auctions from Register Compass, bid them on GoDaddy, encoding all domain won in Domain Database, setting them up for hosting using CPanel, install them in Word Press Direct), research on SEO Blogs with high traffic, research on BEFORE AND AFTER photos and videos