

VIRTUAL STAFF:

Entrepreneur Program Session 11



Ron Cirujano
Country Manager, Philippines
Elance, Inc.



Diverse work opportunities

▼ Web & Programming (6,765)

- Web Programming (1,752)
- Website Design (1,626)
- Mobile Applications (869)
- Other Web & Progr... (692)
- Software Application (522)
- Search Engine Opt... (351)
- Database Development (2
- Blog Programming (204)
- Flash & Flex Anim... (110)
- System Administra... (95)
- Technical Support (81)
- User Experience D... (76)
- Project Management (52)
- Testing & QA (37)

▼ Design & Multimedia (2,318)

- Graphic Design (557)
- Logos (328)
- Other - Design (223)
- Videos (166)
- Illustration (148)
- Animation (142)
- Other - Multimedi... (128)
- Page & Book Design (91)
- Brochures (83)
- Voice Talent (56)
- Corporate Identit... (55)
- Presentations (55)
- Emails & Newsletters (5
- Digital Image Edi... (51)
- Cartoons & Comics (50)
- Banner Ads (46)
- Label & Package D... (45)
- Photography (28)
- Stationery Design (14)

▼ Writing & Translation (1,78

- Article Writing (500)
- Web Content (224)
- E-books and Blogs (146)
- Translation (136)
- Other - Writing S... (121)
- Copywriting (110)
- Ghost Writing (86)
- Editing & Proofre... (83)
- Academic Writing (75)
- Creative Writing (70)
- Sales Writing (60)
- Resumes & Cover L... (
- Technical Writing (36)
- Press Releases (28)
- Report Writing (23)
- Newsletters (15)
- User Guides & Man... (13)
- Children's Writing (10)
- Speeches (6)

▼ Sales & Marketing (1,346)

- Other - Sales & M... (239)
- Search Engine Mar... (18
- Lead Generation (179)
- Telemarketing (138)
- Marketing Strategy (96)
- Marketing & Sales... (94)
- Ad Campaigns (87)
- Email Marketing (77)
- Viral Marketing (70)
- Research & Surveys (57)
- Public Relations ... (49)
- Sales Presentations (37)
- Business Plans (32)
- Training (10)

▼ Admin Support (833)

- Virtual Assistant (224)
- Research (147)
- Data Entry (146)
- Other - Administr... (87)
- Customer Service (59)
- Transcription (44)
- Mailing List Deve... (40)
- Office Management (22)
- Bulk Mailing (20)
- Word Processing (18)
- Presentation Form... (10)
- Fact Checking (8)
- Event Planning (6)

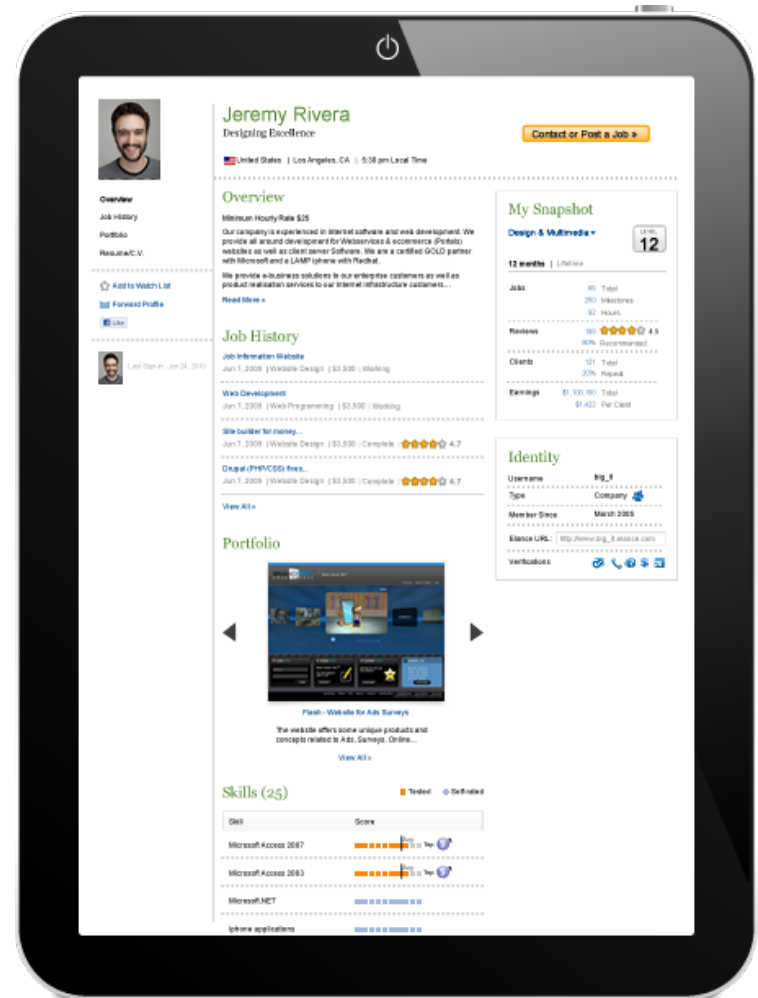
THE VIRTUAL STAFF

\$9.19/hr

P 414/hr

THE KEY IS GREAT PROFILE

- Enter your Basic Profile Information – **get 10 connects**
- Complete 80% of your profile – **get 10 connects**
- Verify your phone number (it's free) – **get 10 connects**
- Pass 2 or more Skill Tests (they're free too) – **get 10 connects**



COMPLETING YOUR PROFILE

The screenshot shows the Elance user interface. At the top left is the Elance logo. On the right, there is a user profile icon for 'roncirujano', an 'Inbox (7)' notification, and a 'Help' link. Below the logo is a navigation bar with tabs: 'MY ELANCE' (highlighted with a green background), 'HIRE', 'FIND WORK', 'MANAGE', and 'RESOURCES'. To the right of these tabs is a search bar with a 'Jobs' dropdown, a 'Go' button, and a green 'Post Your Job' button. Below the navigation bar, there are links for 'My Jobs', 'My Freelancers', and 'Opportunities BETA'. At the bottom of the screenshot, there is a filter bar with a checkbox, 'Job Status: All', 'I'm the Client or Freelancer', a search input field, and several icons for search, home, folder, mail, and settings.

When you log in, you will be taken to this landing page.

A box on the right side of your screen shows you how to improve your profile.

The screenshot shows a 'Your Profile Completeness' widget. It features a green progress bar that is 80% full, with the number '80%' displayed to the right. Below the progress bar, there is a text prompt: 'Complete your profile so that clients can find and hire you. More Info'. Underneath, there are two blue arrows pointing to the right, each followed by a text item and a percentage: 'Add portfolio +10%' and 'Add credentials +10%'. Below these items, there is a section titled 'Fine-tune your profile to get hired quickly.' followed by a 'How to Improve ^' section. This section contains three blue arrows pointing to the right, each followed by a text item: 'Take Skills Tests', 'Join Groups', and 'View profile tips'. A close button (an 'X' in a circle) is located in the top right corner of the widget.

SKILLS TEST

Elance Skill Tests

Set yourself apart from the competition with your expertise. Skill tests are free to take, and you choose which ones to display

All IT & Programming Design & Multimedia Writing & Trans. Sales & Mktg. **Admin** Eng. & Mfg. Fin. & Mgt.

Administrative Assistant **NEW**

Call Center Skills Test

Computer Aptitude Test

Computer Skills Test

Computer Technician Test

Customer Service Test

Email Etiquette **NEW**

Email Handling **NEW**

Event Planning **NEW**

Help Desk Certification

Medical Billing **NEW**

Microsoft Outlook 2007 Test

Microsoft Outlook 2010 Test

Office Administration **NEW**

Office Skills Test

Telephone Etiquette Certification

Time Management Test

Transcription **NEW**

Travel Planning **NEW**

U.S. Culture and Etiquette Test

TRANSCRIPTION PROJECTS



FILIPINOS ARE
IN DEMAND ON
THIS CATEGORY

ACTUAL PROJECT SAMPLES

Transcriber for 3.5 hour meeting

Hourly Rate: \$20 - \$30 / hr | **Duration:** Not Sure | **Posted:** 1h, 56m ago | **Ends:** 14d, 22h | **7 Proposals**

Small production company looking for a transcriber for a 3.5 hour meeting. Will send zip file. We are looking for accuracy, clarity, and timeliness. This will be a one-time project, but with potential for mo... ▼

Category: Other - Writing Services | **Skills:** Business Writing, Content Writing, English

●●●● | b****lms | 🇺🇸 United States

Transcription of 9 hours of Presentations

Hourly Rate: \$20 - \$30 / hr | **Duration:** 1-2 weeks | **Posted:** 6h, 29m ago | **Ends:** 1d, 17h | **11 Proposals**

Transcription of online video presentations. Each presentation has a single speaker with South Indian accent. The subject is technical, however the recordings include slides with all the technical terms used... ▼

Category: Transcription | **Skills:** Typing, Admin Assistant, Transcription

●●●● | s****bes | 🇮🇳 India

Ghost Writer

Featured Job

Fixed Price: More than \$10,000 | **Posted:** Jan 18, 2014 | **Ends:** 12d, 21h | **58 Proposals**

Looking for a ghost writer to record, recapture and transcribe my stories. Estimated length between 25,000 and 30,000 word book. Final transcript to be submitted: *Proof-Read *Edited in Word (.doc) *Double-S... ▼

Category: Ghost Writing | **Skills:** Ghostwriting, Article Writing, Creative Writing

●●●● | S****oni | 🇺🇸 United States

ACTUAL PROJECT SAMPLES

Looking for an Audio Transcription Resource - 40 Minutes

Hourly Rate: \$20 - \$30 / hr | **Duration:** 1-2 weeks | **Posted:** Jan 18, 2014 | **Ends:** 12d, 17h | **51 Proposals**

Hello, I am looking for an audio transcription resource to complete the task of a 40 minute audio. This is an urgent requirement and wanted this to be completed within 24 hours. Candidates who can make su... ▼

Category: Transcription | **Skills:** Typing, Data Entry, Transcription

🇺🇸 | n****fer | 🇺🇸 United States

typing of recorded interview ☆ Add to Watch List

Fixed Price: \$20 - \$30 | **Posted:** Jan 11, 2014 | **Ends:** 5d, 21h | **38 Proposals**

Would like a transcript of a recorded interview I just did. It goes for 78 minutes. There is no real time frame. Mid Feb would be fine

Category: Other - Writing Services | **Skills:** Business Writing, Content Writing, English

🇺🇸 | L****s33 | 🇺🇸 Australia

Proofreading / Audio Proofing ☆ Add to Watch List

Hourly Rate: \$10 - \$15 / hr | **Duration:** Not Sure | **Posted:** 12h, 29m ago | **Ends:** 14d, 11h | **10 Proposals**

I am looking for two qualified transcribers. Responsibilities would be for the transcriber to listen to the audio over while proofing the transcript to ensure accuracy. You must come highly recommended. ... ▼

Category: Transcription | **Skills:** English Proofreading, Transcription, English Grammar

🇺🇸 | J****chi | 🇺🇸 United States

UNDERSTANDING THE PROJECT

Transcription of 9 hours of Presentations


Hourly Rate: \$20 - \$30 / hr | Duration: 1-2 weeks | Posted: 6h, 29m ago | Ends: 1d, 17h | **11 Proposals**

Transcription of online video presentations. Each presentation has a single speaker with South Indian accent. The subject is technical, however the recordings include slides with all the technical terms used... ▾

Category: Transcription Skills: Typing, Admin Assistant, Transcription

\$ ●●●● | s****bes |  India



Client Info | Gurgaon, Haryana, India 



Transcription of online video presentations. Each presentation has a single speaker with South Indian accent. The subject is technical, however the recordings include slides with all the technical terms used, so there will not be too much online research required.

The transcription is to be intelligent verbatim using a simple template that will be provided. Also, the transcription will have to be done directly from the web browser as these are online videos and cannot be downloaded.

In your bid please mention charges PER AUDIO HOUR, turnaround time for 9 hours of recording, and your typing speed.

Thank you.

Desired Skills

Typing, Admin Assistant, Transcription

UNDERSTANDING THE PROJECT

Ghost Writer

Featured Job

Fixed Price: More than \$10,000 | Posted: Jan 18, 2014 | Ends: 12d, 21h | **58 Proposals**

Looking for a ghost writer to record, recapture and transcribe my stories. Estimated length between 25,000 and 30,000 word book. Final transcript to be submitted: *Proof-Read *Edited in Word (.doc) *Double-S... ▾

Category: Ghost Writing Skills: Ghostwriting, Article Writing, Creative Writing

💰 ●●●● | S****oni | 🇺🇸 United States



Client Info | United States 🇺🇸

💰 ●●●●

Looking for a ghost writer to record, recapture and transcribe my stories. Estimated length between 25,000 and 30,000 word book. Final transcript to be submitted:
*Proof-Read
*Edited in Word (.doc)
*Double-Space format
*Chapters should be formatted with titles.
Writer style should be very conversational
Terms 1/3 to begin, 1/3 first draft delivered, 1/3 when book is completed.

Desired Skills

Ghostwriting, Article Writing, Creative Writing

UNDERSTANDING THE PROJECT

Proofreading / Audio Proofing Add to Watch List

Hourly Rate: \$10 - \$15 / hr | Duration: Not Sure | Posted: 12h, 29m ago | Ends: 14d, 11h | **10** Proposals

I am looking for two qualified transcribers. Responsibilities would be for the transcriber to listen to the audio over while proofing the transcript to ensure accuracy. You must come highly recommended. ... ▼

Category: Transcription Skills: English Proofreading, Transcription, English Grammar

 ●●●● | J****chi |  United States



Client Info | Old Bridge , New Jersey, United States 



I am looking for two qualified transcribers. Responsibilities would be for the transcriber to listen to the audio over while proofing the transcript to ensure accuracy.

You must come highly recommended. You must show a passing grade on the English, grammar & punctuation tests.

\$13.50 per audio hour (about 14 pages of proofing)

Desired Skills

English Proofreading, Transcription, English Grammar, English Spelling, English Punctuation

UNDERSTANDING THE PROJECT



DIFFERENT TYPES

MEDICAL

MINUTES of a meeting

PRESENTATION

VIDEO SUBTITLING

PUBLISHING (Book or e-book)

INTERVIEW

PROJECT SPECIFIC

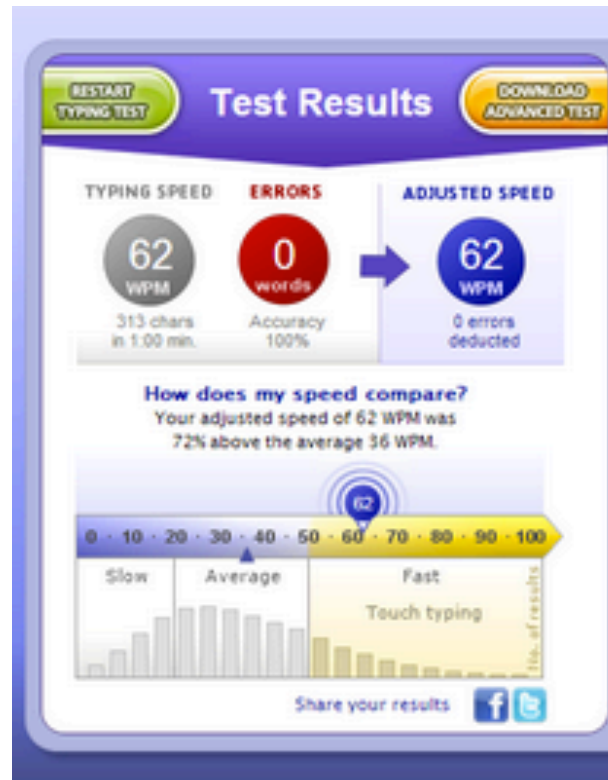
ACCENT

INDUSTRY OF THE CLIENT

TURNAROUND TIME

SCOPE OF WORK

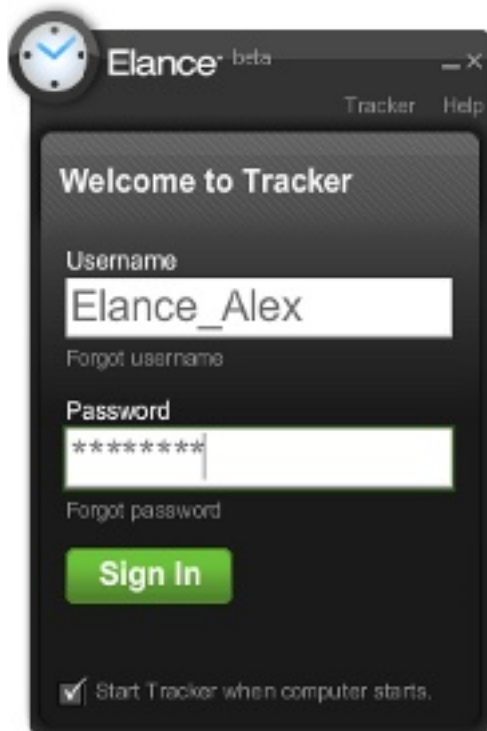
JUST A TIP



TAKE A TEST
UPLOAD IT ON YOUR PORTFOLIO

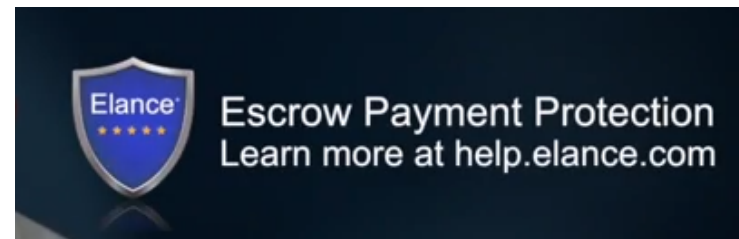
PAYMENT PROTECTION

Hourly Jobs



The screenshot shows the Elance Tracker login window. At the top left is a clock icon and the text "Elance beta". To the right are "Tracker" and "Help" links. The main heading is "Welcome to Tracker". Below this are two input fields: "Username" with the value "Elance_Alex" and "Password" with masked characters "*****". There are links for "Forgot username" and "Forgot password". A green "Sign In" button is at the bottom. A checkbox at the bottom left is checked and labeled "Start Tracker when computer starts."







Fixed Rate Jobs



Contract Amount	Fund Escrow	Release Escrow
\$1,496.25	✓	✓
\$165.00	✓	Request Release
\$1,496.25	✓	Request Release

PAYMENT MILESTONE

Set up your payment

Milestone	Payments	Notes	Delivery Date	Amount	Actions
1. Outline			Apr 01, 2013	\$50.00	Edit Delete
2. First Draft			Apr 15, 2013	\$50.00	Edit Delete
3. Final Draft			May 01, 2013	\$50.00	Edit Delete

[+ Create a New Milestone](#) **Total: \$150.00**

Payment can be scheduled, funded and released upon your agreement

Milestone	Delivery Date	Contract Amount	Funded
<input checked="" type="radio"/> 1. Outline	01-APR-13	\$50.00	\$0.00
<input type="radio"/> 2. First Draft	15-APR-13	\$50.00	\$0.00
<input type="radio"/> 3. Final Draft	01-MAY-13	\$50.00	\$0.00

Funding Method

Revenue Memorandum Circular (RMC) No. 55-2013



Tax Academy Experience
for **Online Professionals**
Jan. 25, Saturday (1pm-4pm)
AIM Conference Center, Makati City

GOT A QUESTION ABOUT TAXES?
ASK THE
TAX WHIZ!
Elance
work differently

Mon Abrea, CPA MBA
President, CSR Philippines
CSO, Abrea Consulting Group

www.facebook.com/elancephilippines

Elance

WHY SHOULD YOU ATTEND?

E lance[®] work differently. 

TAXBREAK. Tax Academy EXperience for Online Professionals

Jan. 25 (1pm-4pm)



Mon. Abrea, CPA MBA
President, CSR Philippines
CSO, Abrea Consulting Group

Security Case Room,
AIM Conference Center,
Makati City

Monthly Percentage Tax Return 2551M

ASK FOR RECEIPT BIR
This way takes

GOT A QUESTION ABOUT TAXES?
ASK THE **TAX WHIZ!**

- ✓ Learn all about RMC No. 55 – 2013
- ✓ Know how to properly comply with BIR
- ✓ Learn from and get to ask the **"Tax Whiz of the Philippines"** of all your BIR/tax concerns

The event is for free!

www.facebook.com/elancephilippines