

# VIRTUAL STAFF:

## Entrepreneur Program Session 12



**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)

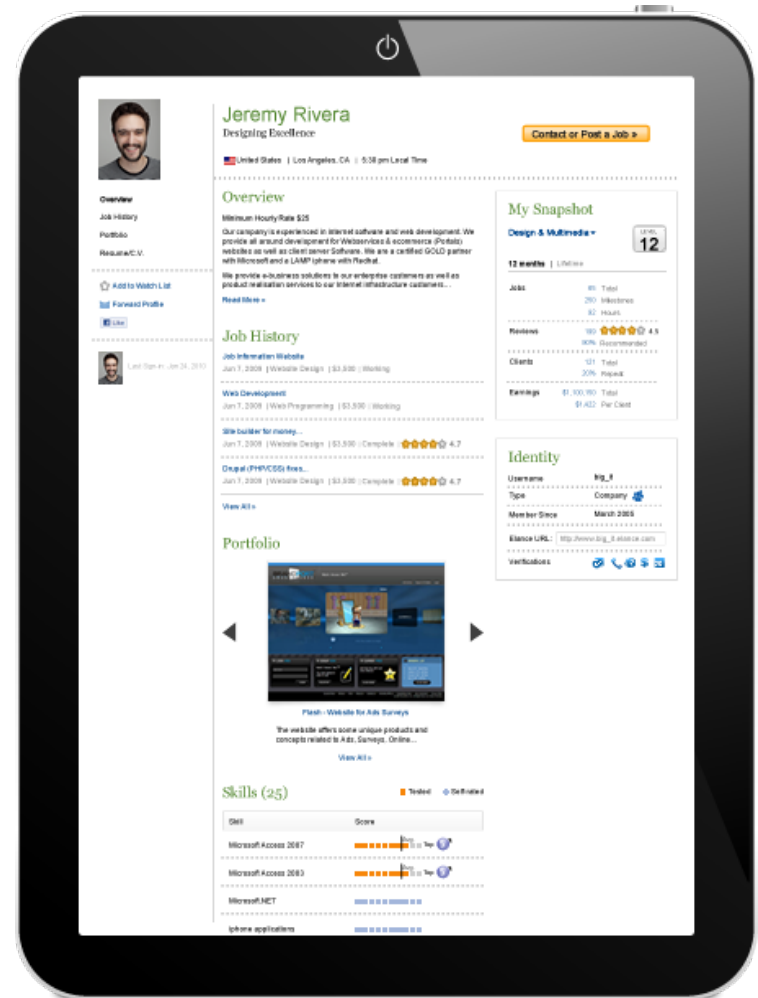
## THE VIRTUAL STAFF

\$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 is a secondary bar with links for 'My Jobs', 'My Freelancers', and 'Opportunities BETA'. At the bottom of this bar is a search filter with a checkbox, 'Job Status: All', 'I'm the Client or Freelancer', a search input field, and several utility icons (magnifying glass, home, folder, speaker, gear).

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 bar, the text reads: 'Complete your profile so that clients can find and hire you. More Info'. There are two blue arrows pointing to the right, each followed by text and a '+10%' value: 'Add portfolio' and 'Add credentials'. Below this, the text says 'Fine-tune your profile to get hired quickly.' followed by a 'How to Improve ^' section with three blue arrows pointing to the right: '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



# WEBINAR RELATED PROJECTS



Niche Market

# ACTUAL PROJECT SAMPLES

## Screenflow Video Help

Hourly Rate: **Not Sure** | Duration: Not Sure | Posted: Jan 08, 2014 | Ends: 1d, 14h | **9 Proposals**

I'm looking for someone who can help put together a webinar for me where I'm talking on webcam but also add in some slides.. I have screen flow just haven't figured it out but would like to learn more on ho... ▾

Category: Videos | Skills: Video Editing, Video Production, Videography, screenflow

Preferred Location: North America, Western Europe

💰 ●●●● | n\*\*\*\*erg | 🇺🇸 United States

## Forex Webinar Presenter Needed

Hourly Rate: **\$30 - \$40 / hr** | Duration: Not Sure | Posted: Jan 16, 2014 | Ends: 1d, 8h | **4 Proposals**

Hello, The job required will be for a Forex related website, we are searching for an experienced Forex trader to conduct 2 Webinar's per week for our clients. Key qualifications: -Extensive experience in t... ▾

Category: Other - Finance & Mgmt | Skills: Investment Research, Financial Analysis, binary options, forex

Preferred Location: North America, Western Europe, Australia/Oceania

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## Webinar Transcriptions

Hourly Rate: **Not Sure** | Duration: Not Sure | Posted: 14h, 54m ago | Ends: 14d, 9h | **22 Proposals**

We are in need of someone to transcribe 12, 60-minute webinars. Basically, duties would include typing webinars onto a Word document.

Category: Other - Writing Services | Skills: Article Writing, Business Writing, English

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# ACTUAL PROJECT SAMPLES

## Create You Tube Video

**Fixed Price: Less than \$500** | Posted: Jan 20, 2014 | Ends: 13d, 16h | **27 Proposals**

I need someone to turn a webinar into a you tube video Here is the link  
<http://www.instantpresenter.com/teamforward/EA58DD88844F> I need the audio and the slides turned into a you tube

Category: Videos Skills: Animation, Video Editing, Video Production, YouTube Development

💰 ●●●● | L\*\*\*\*way | 🇺🇸 United States

## Wanted: Project Operations Manager for Dating Advice Seminars & Webinars

**Hourly Rate: \$10 - \$15 / hr** | Duration: 7-9 months | Posted: Jan 16, 2014 | Ends: 95d, 8h | **7 Proposals**

Hello & Happy New Year! Thank you for your interest in assisting me develop & manage my business goals. I would like your help as a consultant to begin, starting with a couple hours, to see how we m... ▼

Category: Management Consulting Skills: Strategic Planning, Project Management, Infusionsoft Development

Preferred Location: United States

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## Quick Video Edit

**Fixed Price: Not Sure** | Posted: 17h, 58m ago | Ends: 14d, 6h | **16 Proposals**

I have a set of webinars that I would like to capture in the next few months. This first project is to take a powerpoint file, and a test video from photobooth (audio / video) file and pull them together int... ▼

Category: Videos Skills: Video Editing, Final Cut Pro

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# UNDERSTANDING THE PROJECT

## Automation Expert

**Hourly Rate:** \$15 - \$20 / hr | **Duration:** 7-9 months | **Posted:** Jan 15, 2014 | **Ends:** 8d, 12h | **2 Proposals**

Hello & Happy New Year! Thank you for your interest in assisting me develop & manage my business goals. I would like your help as a consultant to begin, starting with a couple hours, to see how we m... ▾

**Category:** Presentations    **Skills:** Infusionsoft Development, Presentation Design, Automation

🌱 | m\*\*\*\*thy \* | 🇺🇸 United States

After a long hiatus, I'm re-booting my coaching business with webinars, live retreats, instant downloads, & home study video courses, for which I would like an operations manager, one familiar with InfusionSoft as well as the alternates. This person knows what is needed and can effectively manage or delegate the various pieces to this exciting puzzle.

I've enrolled in IS, have a few hours left from my current consultant, but I enrolled before I realized all which needed to be in place; now I'm stressing a bit that I've spent \$3000 and have very little to show for it.

Can you help me get my Infusionsoft platform built and my webinars going? I still preparing my "signature program" and look forward to getting it up and running.

This project includes overseeing expenses and project management for newsletters, ebooks, webinars, retreats, mobile apps, eventually, lifestyle products, eco fragrance, apparel, and such, to keep things on schedule and under budget.

# UNDERSTANDING THE PROJECT

## Screenflow Video Help

Hourly Rate: Not Sure | Duration: Not Sure | Posted: Jan 08, 2014 | Ends: 1d, 14h | 9 Proposals

I'm looking for someone who can help put together a webinar for me where I'm talking on webcam but also add in some slides.. I have screen flow just haven't figured it out but would like to learn more on ho... ▾

Category: Videos Skills: Video Editing, Video Production, Videography, screenflow

Preferred Location: North America, Western Europe

\$●●●● | n\*\*\*\*erg | 🇺🇸 United States



Client Info | loves park, Illinois, United States 🇺🇸

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I'm looking for someone who can help put together a webinar for me where I'm talking on webcam but also add in some slides..

I have screen flow just haven't figured it out but would like to learn more on how to do this...

Also looking for someone who could help me create some nice short video's for my clients who are bar restaurant owners...that promote their food an drink specials....

I could do the video on web cam but then maybe he have some upbeat music added and some slides that come in with images and pricing.

Looking for long or short term help.

### Desired Skills

Video Editing, Video Production, Videography, screenflow

# UNDERSTANDING THE PROJECT

## Quick Video Edit

Fixed Price: Not Sure | Posted: 17h, 58m ago | Ends: 14d, 6h | 16 Proposals

I have a set of webinars that I would like to capture in the next few months. This first project is to take a powerpoint file, and a test video from photobooth (audio / video) file and pull them together int... ▾

Category: Videos Skills: Video Editing, Final Cut Pro

\$ ●●●● | j\*\*\*\*hel | 🇺🇸 United States



Client Info | San Jose, California, United States 🇺🇸



I have a set of webinars that I would like to capture in the next few months. This first project is to take a powerpoint file, and a test video from photobooth (audio / video) file and pull them together into a format that is playable on a website.

The end product should look professional and have the video, and powerpoint slides appropriately interspersed throughout. There should be the appropriate overlays in the beginning with name and company.

After your work is complete, I will likely need to tweak a tiny bit with reviewers, so it will need to be modifiable in a format that I can get access to. I have Final Cut Pro. I have Camtasia, and I can get other tools upon recommendation.



# UNDERSTANDING THE PROJECT

## Create You Tube Video

**Fixed Price: Less than \$500** | Posted: Jan 20, 2014 | Ends: 13d, 16h | **27 Proposals**

I need someone to turn a webinar into a you tube video Here is the link

<http://www.instantpresenter.com/teamforward/EA58DD88844F> I need the audio and the slides turned into a you tube

Category: Videos Skills: Animation, Video Editing, Video Production, YouTube Development

\$ ● ● ● ● | L\*\*\*\*way |  United States



Client Info | United States 

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I need someone to turn a webinar into a you tube video

Here is the link <http://www.instantpresenter.com/teamforward/EA58DD88844F>

I need the audio and the slides turned into a you tube video

Please don't use any audio that does not pertain to the subject of Facebook Like Pages. That will probably be the first and last few minutes of the audio

### Desired Skills

Animation, Video Editing, Video Production, YouTube Development



# WEBINAR RELATED PROJECTS



**DIFFERENT TYPES**  
**MANAGEMENT**  
**MINUTES**  
**MANAGE THE PRESENTATION**  
**PUBLISHING THE WEBINAR**  
**PRESENTER**

**PROJECT SPECIFIC**  
**INDUSTRY OF THE CLIENT**  
**TURNAROUND TIME**  
**SCOPE OF WORK**

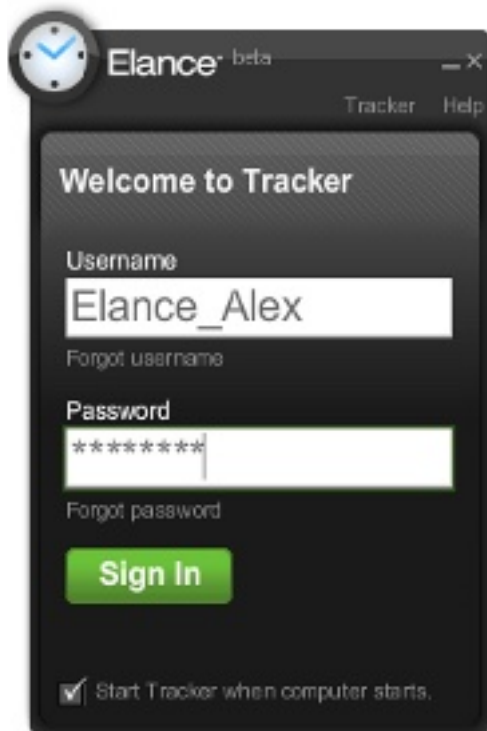
# JUST A TIP



- 1. GET A GOOD INTERNET CONNECTION**
- 2. MIND THE TIME ZONES**

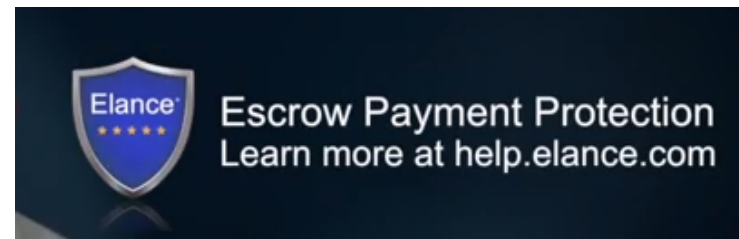
# PAYMENT PROTECTION

## 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 "\*\*\*\*\*". 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	✓	<a href="#">Request Release</a>
\$1,496.25	✓	<a href="#">Request Release</a>

# 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**  
Elance Account [\$50.00]

# 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](http://www.facebook.com/elancephilippines)

**Elance®**



# WHY SHOULD YOU ATTEND?

E lance<sup>®</sup> 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  
November 2013 (2013)

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](http://www.facebook.com/elancephilippines)