

VIRTUAL STAFF:

Entrepreneur Program Session 13



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)

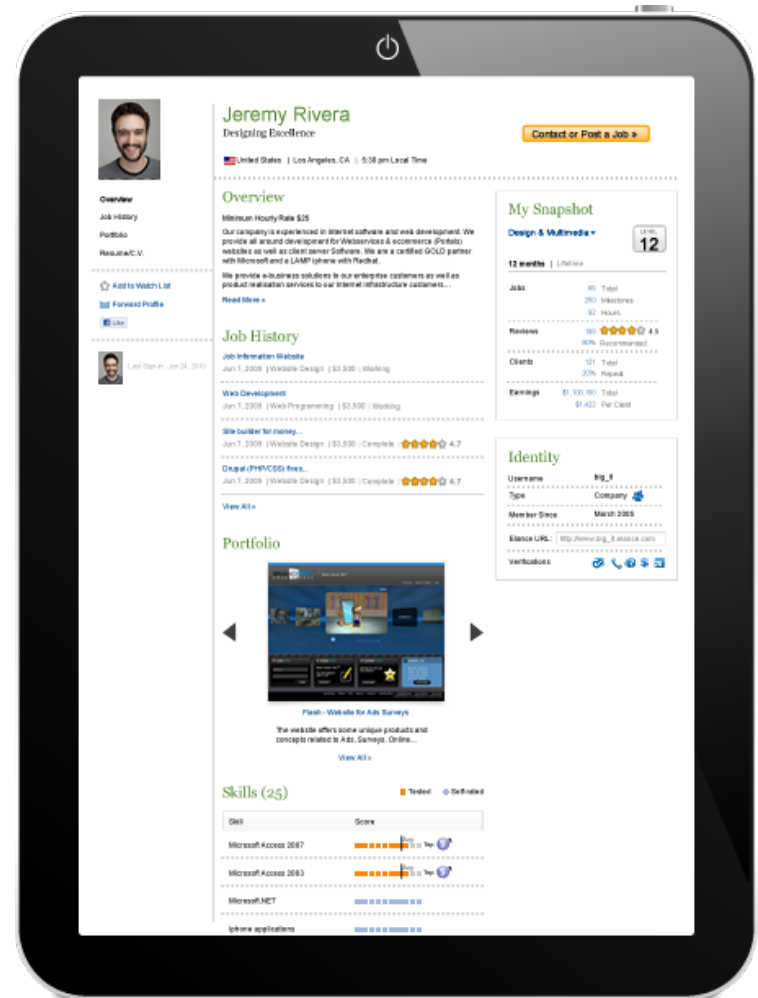
THE VIRTUAL STAFF

\$9.25/hr

P4 17/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 navigation bar with links for 'My Jobs', 'My Freelancers', and 'Opportunities BETA'. At the bottom of the screenshot is a search and filter bar containing a checkbox, 'Job Status: All', 'I'm the Client or Freelancer', a search input field, and several icons for search, home, folder, notification, 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 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.' Underneath is a section titled 'How to Improve ^' with three blue arrows pointing to the right, each followed by text: '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.

Adobe InCopy CS3 Test

Article Writing **NEW**

Blogging Best Practices **NEW**

Business Writing **NEW**

Content Writing Skills Test

Copywriting **NEW**

Creative Writing **NEW**

Ebooks **NEW**

Editing/Copy Editing **NEW**

English Speaking Test

English Spelling Test (U.S. Version)

English Spelling Test (UK Version)

English To Arabic Translation Skill...

English To Brazilian Portuguese ...

English To Danish Translation Sk...

English To Dutch Translation Skill...

English To European Portuguese...

French Grammar Test

French Proofreading Skills Test

French Sentence Structure Test

French Spelling Skills Test

French Vocabulary Skills Test

French Word Usage Test

German Grammar Test

German Proofreading Skills Test

German Sentence Structure Test

German Spelling Test

German Vocabulary Skills Test

German Word Usage Test

Ghostwriting **NEW**

Grant Writing Test

Italian Grammar Test

Italian Proofreading Skills Test

Italian Sentence Structure Test

Resume Writing Skills Test

Russian To English Translation S...

Russian/English Translation **NEW**

Spanish - English Translation **NEW**

Spanish Grammar Test

Spanish Proofreading Skills Test

Spanish Sentence Structure Test

Spanish Spelling Skills Test

Spanish To English Translation S...

Spanish Vocabulary Skills Test

Spanish Word Usage Test

Tagalog-English Translation **NEW**

Technical Writing **NEW**

U.S. Academic Writing Test

U.S. English AP Style Editing Skill...

U.S. English Basic Skills Test

U.S. English Grammar Test (For ...

WRITING (CREATIVE, CONTENT OR TECHNICAL)



ONE OF THE KEY
STRENGTHS OF
FILIPINOS

Writers

ACTUAL PROJECT SAMPLES

Ebook on Prefabricated Homes

Fixed Price: \$500 - \$1,000 | Posted: Jan 21, 2014 | Ends: 13d, 4h | **11 Proposals**

Hi I am currently drafting an ebook on Prefabricated homes and am looking for a writer to cover aspects of my book (including photos). I am looking for a writer who has had some exposure to the property, P... ▾

Category: E-books and Blogs Skills: Photography, Article Writing, Content Writing, Blogs, eBooks

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

🇺🇸 | n****892 | 🇺🇸 Australia

Writer to write a Book

Fixed Price: \$1,000 - \$5,000 | Posted: 22h, 53m ago | Ends: 14d, 1h | **12 Proposals**

I am looking for a ghost writer to write a book of 200 to 230 pages in an A5 size. You will need to prove you have experience in writing such tasks and provide examples of your writing ability. The book is g... ▾

Category: E-books and Blogs Skills: Dental

Preferred Location: North America, Central & South America, Australia/Oceania

🇺🇸 | M****Its | 🇺🇸 Australia

Ghost Writers Need For Weight Loss Book [☆ Add to Watch List](#)

Fixed Price: \$1,500 - \$2,000 | Posted: Jan 21, 2014 | Ends: 5d, 15h | **8 Proposals**

Hi, I am looking for a ghost writer who has experience in writing books on weight loss. The research part of the job would be to find several real people that will share their stories, and interview them to... ▾

Category: E-books and Blogs Skills: Ghostwriting, Creative Writing

🇺🇸 | t****ruz | 🇮🇶 Guatemala

ACTUAL PROJECT SAMPLES

write an ebook

Hourly Rate: Less than \$10 / hr | **Duration:** 1-2 weeks | **Posted:** Jan 18, 2014 | **Ends:** 10d, 11h | **14 Proposals**

I need an ebook of around 30-40 pages on how to make money. The general concept should be about marketing a good product to a large number of people. The product should solve a problem that a large number o... ▾

Category: E-books and Blogs | **Skills:** Sales, Article Writing, Content Writing, Blogs, Marketing

🇺🇸 | g****sim | 🇬🇧 United Kingdom

Couple's Finance eBook formatting

Hourly Rate: \$10 - \$15 / hr | **Duration:** Not Sure | **Posted:** Jan 20, 2014 | **Ends:** 12d, 16h | **5 Proposals**

I have a Word Doc and PDF file for a 30-page ebook that I'd like converted to ePub and .mobi file formats. The PDF file is really the "finished" product with a cover, background design, and links to excel sp... ▾

Category: E-books and Blogs | **Skills:** Content Writing, Editing, Blogs

🇺🇸 | j****923 | 🇺🇸 United States

Book editing [★ Add to Watch List](#)

Fixed Price: \$500 - \$1,000 | **Posted:** Jan 18, 2014 | **Ends:** 25d, 14h | **31 Proposals**

This is a book project. It's a book for managers, team leads and executives who want to better activate the talent and capability of others at work. This is a book to teach a person how to develop others at ... ▾

Category: Editing & Proofreading | **Skills:** English Proofreading, Business Writing, Editing, English Grammar

Preferred Location: North America

🇺🇸 | g****taf | 🇺🇸 United States

ACTUAL PROJECT SAMPLES

e-book

Featured Job

Hourly Rate: \$10 - \$15 / hr | Duration: Not Sure | Posted: Jan 17, 2014 | Ends: 9d, 8h | **11 Proposals**

I have written a research paper and would like to have it turned in to a visually attractive, easy to read e-book. I need to have graphics added, the content summarized to capture the most significant point... ▼

Category: E-books and Blogs | Skills: Article Writing, Content Writing, Blogs

💰 ●●●● | c****ups | 🇺🇸 United States

eBooks for Kindle, helping children & adults overcome learning difficulties

☆ Add to Watch List

Fixed Price: \$1,000 - \$5,000 | Posted: Jan 13, 2014 | Ends: 5d, 18h | **23 Proposals**

eBooks for Kindle on amazon.com, about helping children and adults overcome learning difficulties Job Description This could turn into a delightful ongoing open-ended cooperative adventure between Dr Meek ... ▼

Category: Ghost Writing | Skills: Ghostwriting, Content Writing, Creative Writing

💰 ●●●● | d****eek | 🇨🇦 Canada

writing 3 ebooks about natural detoxing and cleansing

Featured Job

Fixed Price: \$1,000 - \$5,000 | Posted: Jan 12, 2014 | Ends: 18d, 11h | **51 Proposals**

I am looking for someone who can make 3 ebooks: A an ebook with only recipees (2 versions) 1 15-20 recipees with pictures(original) 2 75-100 recipees with pictures B a how to detox naturally ebook 3-r... ▼

Category: Ghost Writing | Skills: Ghostwriting, Article Writing, Content Writing

💰 ●●●● | u****pit | 🇳🇱 Netherlands

ACTUAL PROJECT SAMPLES


An E-book on Software Architecture

Fixed Price: \$1,000 - \$5,000 | Posted: Oct 30, 2013 | Ends: 5d, 11h | **9 Proposals**

You will write a 30,000-word e-book about a new style of enterprise architecture that I have developed (youtu.be/f5YdWxcP5VI). Source materials will be provided. Both your and my name will be on the cover. ... ▾

Category: E-books and Blogs Skills: [Technical Writing](#), [Academic Writing](#), [Business Writing](#)

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

●●●● | g****tua |  Canada

Convert word file to kindle ebook

Hourly Rate: \$10 - \$15 / hr | Duration: 1-2 weeks | Posted: Jan 08, 2014 | Ends: 9h, 24m | **16 Proposals**

Hello! I've written a book about the intrauterine device and economics in the United States, which I need converted to Mobi. The main thing I'm worried about is that there are a lot of tables in the appendix... ▾

Category: Page & Book Design Skills: [Cover Design](#), [Graphic Design](#), [Adobe InDesign](#)

●●●● | M****ovi |  Thailand

e-books editor

Hourly Rate: \$15 - \$20 / hr | Duration: 7-9 months | Posted: Dec 02, 2013 | Ends: 38d, 10h | **16 Proposals**

Editing pdf e-books by cutting them firmly using adobe acrobat and Photoshop ... those books are used in the e-libraries in android or app stores ...

Category: Other IT & Programming Skills: [Adobe Photoshop](#), [Adobe Acrobat](#), [Writing](#), [eBooks](#)

●●●● | m****lly |  United Arab Emirates

UNDERSTANDING THE PROJECT

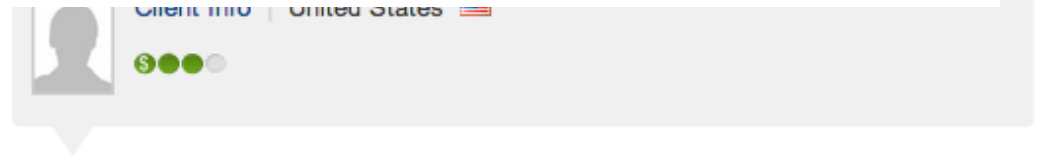
ebook formatting

Hourly Rate: Not Sure | Duration: Not Sure | Posted: Jan 09, 2014 | Ends: 1d, 16h | 17 Proposals

Hi, I need some help to format my book to be Kindle friendly (am submitting it via Amazon publishing). It's about 60 pages long with graphics. Please advise time and cost. Thank you for your help.

Category: E-books and Blogs Skills: Content Writing, Editing, Blogs

\$ ●●●● | |****er5 |  United States



Hi,

I need some help to format my book to be Kindle friendly (am submitting it via Amazon publishing).

It's about 60 pages long with graphics.

Please advise time and cost.

Thank you for your help.

Desired Skills

Content Writing, Editing, Blogs

UNDERSTANDING THE PROJECT

Convert word file to kindle ebook

Hourly Rate: \$10 - \$15 / hr | Duration: 1-2 weeks | Posted: Jan 08, 2014 | Ends: 9h, 24m | 16 Proposals

Hello! I've written a book about the intrauterine device and economics in the United States, which I need converted to Mobi. The main thing I'm worried about is that there are a lot of tables in the appendix... ▾

Category: Page & Book Design

Skills: Cover Design, Graphic Design, Adobe InDesign

👤 | M****ovi | 🇹🇭 Thailand



Client Info | Thailand 🇹🇭



Hello!

I've written a book about the intrauterine device and economics in the United States, which I need converted to Mobi. The main thing I'm worried about is that there are a lot of tables in the appendix, as well as some in the text, and many in-text citations that I would like linked to the references in back. There are also maybe 10 or so in-text graphs and a few pictures, which I think someone other than me can probably do a better job of making them look nice. Also, I wanted to start each chapter with a quote in a text box, but the ms word text boxes are driving me crazy.

I have a rough idea of what image I would like on the cover, but now exactly how it should be arranged. I can send jpegs.

I'm not quite finished with it, but should be within the week.

At this point in time it's about 70 pages at 1.5 space. References and appendices should add another 15 or so. Is it possible to get a rough quote of how many hours it might take, or is it impossible to know?

How exactly does this work? Do I need to specify which types of kindles I want it to be designed for, or do I just get one type? (this is my first kindle ebook)

UNDERSTANDING THE PROJECT

An E-book on Software Architecture

Fixed Price: \$1,000 - \$5,000 | Posted: Oct 30, 2013 | Ends: 5d, 11h | 9 Proposals

You will write a 30,000-word e-book about a new style of enterprise architecture that I have developed (youtu.be/f5YdWxcP5VI). Source materials will be provided. Both your and my name will be on the cover. ... ▾

Category: E-books and Blogs Skills: Technical Writing, Academic Writing, Business Writing

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

🇺🇸🇬🇧🇨🇦 | g****tua | 🇨🇦 Canada



Client Info | Canada 🇨🇦

🇺🇸🇬🇧🇨🇦

You will write a 30,000-word e-book about a new style of enterprise architecture that I have developed (youtu.be/f5YdWxcP5VI). Source materials will be provided.

Both your and my name will be on the cover. The book will be distributed for free via a web site as well as sold via the Amazon Kindle Store (the income to be split 50/50).

Apply only if you:

- 1) have published book or articles on software architecture/development
- 2) understand the UOA concept

Desired Skills

Technical Writing, Academic Writing, Business Writing, Creative Writing, Software Documentation

UNDERSTANDING THE PROJECT



Writers

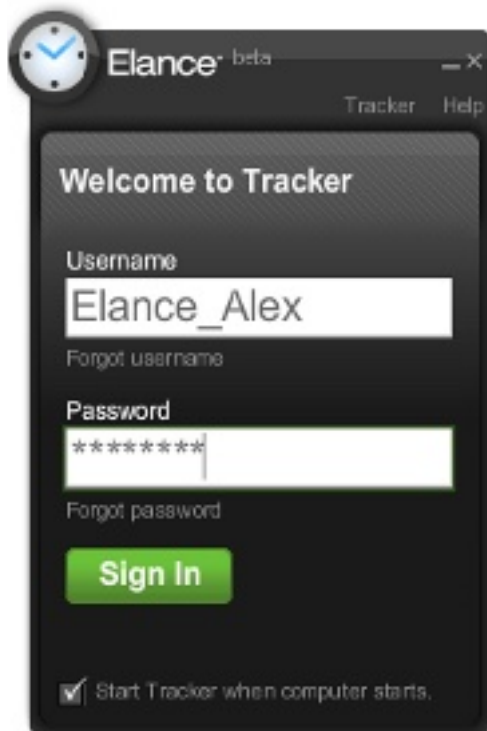
DIFFERENT TYPES
CONTENT
LAYOUT
DESIGN/IMAGES
COVER
FORMAT

PROJECT SPECIFIC
OF ARTICLES TO BE PRODUCED
TOPICS TO BE COVERED
CONTENT WRITING/ EDITING OF
CONTENT/ DESIGN/LAYOUT OR
FORMAT

PROOF READ!!!

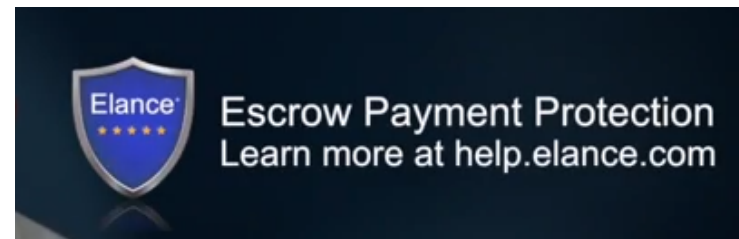
PAYMENT PROTECTION

Hourly Jobs



The screenshot shows the Elance Tracker login window. At the top, it says "Elance beta" and "Tracker Help". Below that is "Welcome to Tracker". There are two input fields: "Username" with the text "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	✓	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
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

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



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



Elance
work differently™



Elance Philippines

15,433 likes · 183 talking about this

Company

Official Facebook page for Elance users in Philippines.
An online community of over 3 million businesses and freelancers working together differently.

About



Photos

 **15,433**

Likes

VISIT THE WEBSITE



www.elance.com

