

VIRTUAL STAFF:

Entrepreneur Program Session 10



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 (227)
- 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 (51)
- Digital Image Edi... (51)
- Cartoons & Comics (50)
- Banner Ads (46)
- Label & Package D... (45)
- Photography (28)
- Stationery Design (14)

▼ Writing & Translation (1,788)

- 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... (57)
- 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... (187)
- 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)

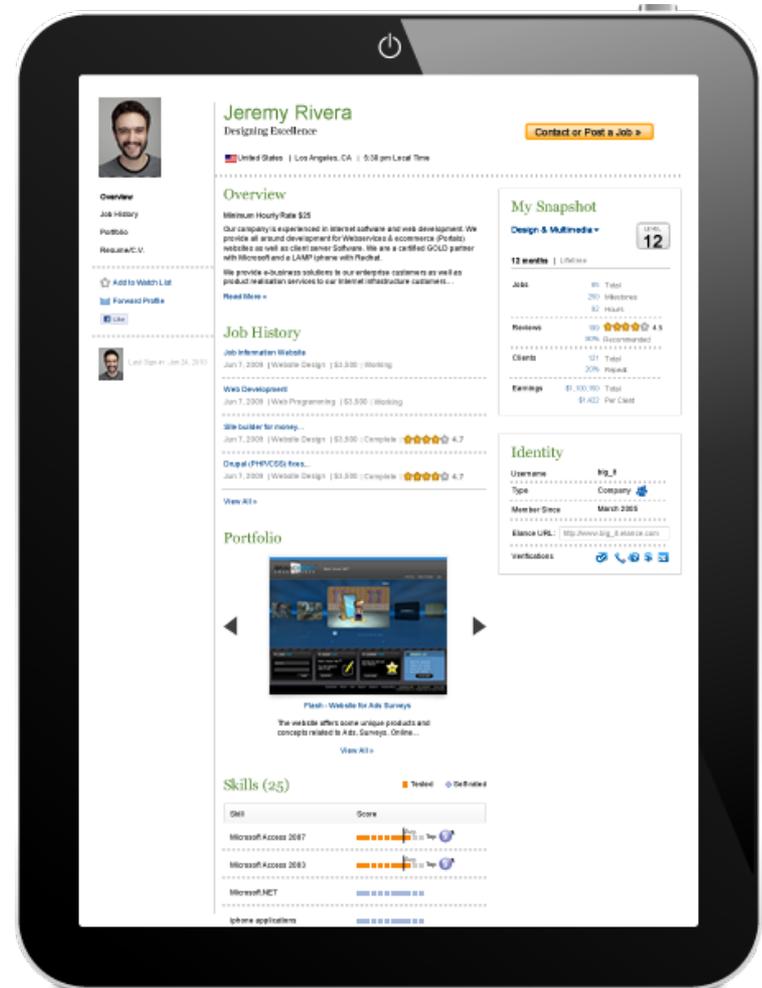
- Virtual Assistant (224)
- Research (147)
- Data Entry (146)
- Other - Administr... (87)
- Customer Service (59)
- Transcription (44)
- Mailing List Deve... (40)
- Office Management (22)
- Bulk Mailing (20)
- Word Processing (18)
- Presentation Form... (10)
- Fact Checking (8)
- Event Planning (6)

THE VIRTUAL STAFF

\$ 12/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 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.' and 'How to Improve ^'. Underneath are 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

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

3D Modeling **NEW**

Adobe After Effects 7.0 Test

Adobe Fireworks **NEW**

Adobe Flash CS3 Test

Adobe Flash CS3 Test (Mac Versi...

Adobe Flash CS4 Test

Adobe Flash CS4 Test (Mac Versi...

Adobe FrameMaker 8 Test

Adobe Illustrator CS3 Test

Adobe Illustrator CS3 Test (Mac V...

Adobe Illustrator CS4 Test

Adobe Illustrator CS4 Test (Mac V...

Adobe Illustrator CS5 Extended T...

Adobe InDesign CS3 Test

Adobe InDesign CS3 Test (Mac V...

Adobe InDesign CS4 Test

Adobe Indesign CS4 Test (Mac V...

Adobe Lightroom **NEW**

Adobe Photoshop CS2 Test

Adobe Photoshop CS3 Test

Adobe Photoshop CS3 Test (Mac...

Adobe Photoshop CS4 Extended ...

Adobe Photoshop CS4 Extended ...

Adobe Photoshop CS5 Extended ...

Adobe Premiere Test

Animation **NEW**

Audio Editing **NEW**

Autodesk 3ds Max **NEW**

Autodesk Maya **NEW**

Axure RP (Rapid Prototype... **NEW**

CorelDraw X3 Test

DVD Studio Pro **NEW**

Dreamweaver 8 Test (Mac Version)

Dreamweaver CS3 Test

Dreamweaver CS3 Test (Mac Ver...

Dreamweaver CS4 Test

Dreamweaver CS4 Test (Mac Ver...

Final Cut Pro 7 Skills Test

FrontPage 2000 Test

Knowledge of Camtasia Skills Test

Knowledge of CorelDraw X5 Test

Knowledge of Microsoft Expressi...

Knowledge of Microsoft SharePoi...

LightWave **NEW**

Logo Design **NEW**

MAXON Cinema 4D **NEW**

Macromedia Director MX 2004 Test

Macromedia FreeHand MX Test

Microsoft PowerPoint 2003 Test

Microsoft PowerPoint 2007 Test

Microsoft PowerPoint 2010 Test

Microsoft SharePoint Designer 20...

Microsoft Visio 2007 Test

Music Theory **NEW**

PC Graphics Test

PageMaker 7.0 Test

Photography Certification

Presentation Skills **NEW**

Pro Tools **NEW**

ProtoShare Skills Test

Quark XPress 7.0 Test

Quark XPress 8.0 Test

Quark XPress 8.0 Test (Mac Versi...

Video Editing **NEW**

Web Design **NEW**

ZBrush **NEW**



Graphic Designers

ONE OF THE
HIGHEST
PAYING
JOBS

ACTUAL PROJECT SAMPLES

Power Point Optimization

Hourly Rate: \$10 - \$30 / hr | **Duration:** 1-3 months | **Posted:** 23h, 37m ago | **Ends:** 29d, 0h | **18 Proposals**

We are a financial advisory & asset management company based in Zürich and Germany. We are looking for someone who is able to professionalize our power point presentations and maybe as well our word docu... ▼

Category: Presentations | **Skills:** Microsoft PowerPoint, Microsoft Word, Presentation Design

Preferred Location: Western Europe

💰 ●●●● | K****eke | 🇨🇭 Switzerland

Power Point Graphic Design Work

Hourly Rate: \$20 - \$30 / hr | **Duration:** 1-2 weeks | **Posted:** Jan 11, 2014 | **Ends:** 3d, 15h | **20 Proposals**

I have a number of slides for a presentation that are based upon screen shots or graphics from publications. I would like to re-create them and have them look better. Turn around time is important to me. ... ▼

Category: Presentations | **Skills:** Graphic Design, Adobe Photoshop, Presentation Design

💰 ●●●● | b****ein | 🇺🇸 United States

Write 15- 20 slide powerpoint

Fixed Price: \$500 - \$1,000 | **Posted:** Jan 13, 2014 | **Ends:** 13d, 8h | **17 Proposals**

I need someone to prepare an amazing sales pitch powerpoint presentation based on my basic structure and supplied docs. This job needs to be completed in 3 days

Category: Copywriting | **Skills:** Sales Writing, Content Writing, Copywriting, Marketing

Preferred Location: North America, Australia/Oceania

💰 ●●●● | w****oot | 🇺🇸 United States

ACTUAL PROJECT SAMPLES

Front End Developer Needed for Infographics

Featured Job

Fixed Price: \$1,000 - \$5,000 | Posted: Jan 03, 2014 | Ends: 3d, 7h | **21 Proposals**

Hello, Our firm is designing a series of infographics for a client. The infographics we design need to be turned into interactive web pages using HTML5/CSS3/Javascript, etc. The web versions of the infograph... ▾

Category: Web Programming Skills: CSS, HTML, Javascript, HTML5, CSS3

Preferred Location: North America, Central & South America

🇺🇸 | U****xel | 🇺🇸 United States

InfoGraphics Designer

Fixed Price: \$500 - \$1,000 | Posted: Jan 07, 2014 | Ends: 22d, 9h | **18 Proposals**

Hi! I'm building a website that needs high quality design InfoGraphics, some of which will be in my ecommerce store front and will click through to a shopping cart after viewing. You'll be doing this initi... ▾

Category: Graphic Design Skills: Graphic Design, Web Design Preferred Location: North America

🇺🇸 | c****gtd | 🇺🇸 United States

Infographic for well-known B2B technology company ☆ Add to Watch List

Featured Job

Fixed Price: \$500 - \$1,000 | Posted: Jan 13, 2014 | Ends: 1d, 7h | **24 Proposals**

ABOUT US We are a specialist content marketing agency working for B2B technology clients including Microsoft, Symantec and HP. ABOUT OUR CLIENT Our client is a very well known technology company (but not ... ▾

Category: Illustration Skills: Infographics Preferred Location: North America, Western Europe, Australia/Oceania

🇬🇧 | A****ing | 🇬🇧 United Kingdom

ACTUAL PROJECT SAMPLE

1-2 minute animation/Whiteboard style business to business video

Featured Job

Fixed Price: \$1,000 - \$5,000 | Posted: 10h, 38m ago | Ends: 29d, 13h | **30** Proposals

We need a cartoon/whiteboard animation that explains our complex software service to 7,000 US plastic surgeons as well as make the surgeons feel like they can relate to the character/presenter used in the an... ▾

Category: Animation Skills: Script Writing, Animation, Video Production, Voice Over

\$ ● ● ● ● | P****hou |  United States

Series of health-related "explainer" videos

Featured Job

Fixed Price: More than \$10,000 | Posted: 14h, 39m ago | Ends: 14d, 9h | **26** Proposals

We are doing a series of about 15, two minute or less "explainer" videos for the innovative mobile/online personal wellness service we are launching on March 1, 2014. While open to suggestions, the videos ... ▾

Category: Videos Skills: Animation, Video Editing, Videography, Adobe After Effects CS5

\$ ● ● ● ● | E****ini |  United States

Video Producer / Editor - Agency quality

Featured Job

Fixed Price: About \$10,000 | Posted: 15h, 20m ago | Ends: 14d, 8h | **18** Proposals

We need a proven video professional who creates agency level videos - (not highly polished, over-processed cheese). We're looking for someone who: a) can help storyboard impactful, memorable short vids (a... ▾

Category: Other - Multimedia... Skills: Video Editing, Video Production, 3d Modelling, 3d Animation

\$ ● ● ● ● | S****Dom * |  United States

UNDERSTANDING THE PROJECT

Power Point Optimization Add to Watch List

Hourly Rate: \$10 - \$30 / hr | Duration: 1-3 months | Posted: Jan 14, 2014 | Ends: 28d, 0h | **23** Proposals

We are a financial advisory & asset management company based in Zürich and Germany. We are looking for someone who is able to professionalize our power point presentations and maybe as well our word docu... ▾

Category: Presentations Skills: Microsoft PowerPoint, Microsoft Word, Presentation Design

Preferred Location: Western Europe

    | K****eke |  Switzerland



Client Info | Zürich, Zürich, Switzerland 

We are a financial advisory & asset management company based in Zürich and Germany. We are looking for someone who is able to professionalize our power point presentations and maybe as well our word documents. the content is a image presentation about the company as well as some investment memorandums and one-page-teasers.

thanks a lot for your offerings and work examples.

Best regards

TK

Desired Skills

Microsoft PowerPoint, Microsoft Word, Presentation Design

UNDERSTANDING THE PROJECT



Graphic Designers

DIFFERENT TYPES

IMAGES

INFOGRAPHIC

PRESENTATION – PPT or PREZI

ANIMATION

PROJECT SPECIFIC

CONCEPT/STYLE/THEME

INDUSTRY OF THE CLIENT

BRAND COLORS

BUDGET

SCOPE OF WORK

PROPRIETARY OWNERSHIP

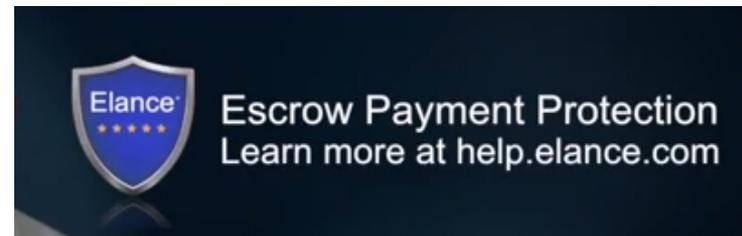
IS THERE AN NDA?

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

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

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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

BIR Form No.
2551M
September 2005 (ENC5)

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This will
taxes

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TAX WHIZ!

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