

Portfolio guidelines.

Welcome, this document provides guidance on writing an online portfolio to showcase your technical abilities and knowledge. From this online portfolio, you'll be able to generate a Word and PDF versions.

The following sections **MUST** be completed by you, then approved by your Trainer:

- Job title
- Industry Equivalency
- About Me
- Education
- Certification (if applicable)
- Skills Matrix
- Projects

These sections are optional and may be requested by your Trainer:

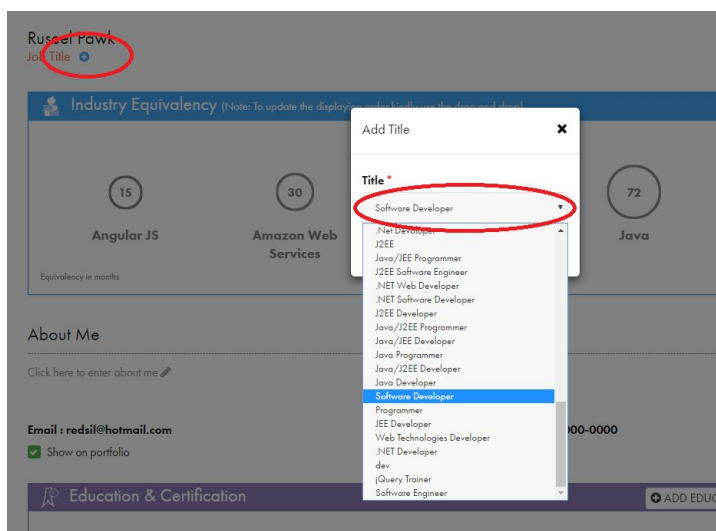
- Work Experience (leave blank unless notified differently by Quality Team)
- Other Experience
- Honors & Awards

1. Job Title

Click the “+” symbol under your name, select your job title from the dropdown, and click update button.

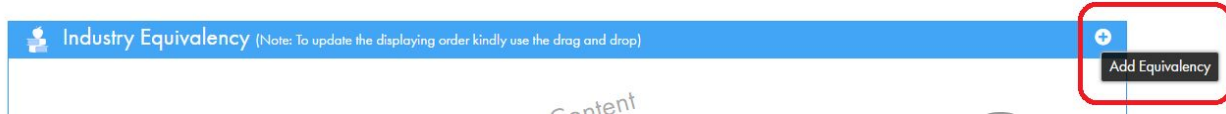
For JTA Associates - select “Software Development Engineer at Test”.

For JEE and .NET Associates - select “Software Developer”

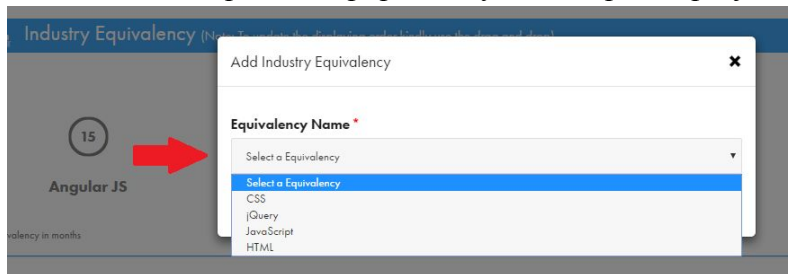


2. Industry Equivalency

Click the “+” symbol at the end of the section, to add equivalency skills from a popup menu.



In the dropdown select top key skills that are **relevant** to your core technology stack. Agile and Git are **not** allowed. *The dropdown is populated from completed projects and will change overtime.*



Repeat until you have **at least 5** relevant key skills listed in Industry Equivalency section. *To re-order the skills, drag and drop the circles.* **Please note only the trainer can change these numbers.**

Example for a JavaScript web developer



****Please order from greatest amount of months to least..**

3. About Me (professional summary)

This section will include a concise “professional summary” paragraph and key “responsibilities” list. To start, click inside the “About Me” section to open up a text editor menu.





The “About Me” section must reflect that you are a software developer within your core technology, that works on **all** tiers of an application, i.e. end-to-end development. It should provide a high-level overview of your skill set. *Don’t forget to click the save icon.*

Guidelines for writing professional summary:

- The about me should be around 3-5 sentences.
- First sentence will be I am a (what kind of developer you are). Note in the picture below.
- Use active voice (Start sentence with an action verb then state your experience, note in picture below).
- Use strong language, i.e. be assertive and confident.
- Use first person voice, i.e. the “I” noun.
- It’s unnecessary to use “I” repeatedly, twice in the entire paragraph will be sufficient.
- Don’t use plural nouns, like “we”, “us”, “my partner”, “the team”, etc.

Example of a web developer with back-end experience



Note, this is concise description of a full-stack JavaScript developer, who builds web applications. It naturally flows from front-end frameworks to server-side technologies. Also, it includes a few primary technologies. The About Me section **should not** include non-technical skills, hobbies, and personal activities.

4. About Me (key responsibilities)

After writing your “professional summary”, let’s add key responsibilities in the About Me section.

So, within the About Me section, start a newline after the “professional summary” paragraph. On the editor menu click the 2nd icon for a bulleted list, an arrow should appear on screen. *If bullets are numbered, please switch them to arrows.*



This bulleted list shows an understanding of various frameworks and how to leverage their features. As with the “professional summary”, these bullets must have a logical flow reinforcing your end-to-end experience.

Guidelines for writing responsibilities:

- Previous guidelines must be applied as well.
- Using “I” is unnecessary, the resume is about you. Stay using active voice.
- You **must** have at least 12 bullets.
- The first bullet should reiterate the full stack tech, or your extensive. note with the picture below.
- 1 sentence per responsibility.
- Each bullet **must** end with a period.
- Bold the technologies in each bullet.
- Use a workflow that starts with front-end, goes to a middle tier, and lastly a back-end layer.
- Use strong language.
- These are some words that can be used to start bullets:
experienced, develop, designed, implement, architected, built, coded, configure, constructed, consume, crafted, created, deployed, employed, execute, expose, incorporate, integrate, leverage, manage, utilized, worked
- **Don’t** use passive voice, it implies uncertainty:
 comfortable, familiar, knowledgeable, aware of, I saw

Following example is for a JavaScript web developer

I'm a software developer with experience building multi-tiered applications. Created dynamic front-end applications with JavaScript, Angular, and Bootstrap. Implemented server-side technologies, such as Express web services and NoSQL databases on a Node server. In addition, I've worked in team environments following Agile development methodology.

<ul style="list-style-type: none"> ➤ Extensive experience with HTML, Bootstrap, JavaScript, Angular, React, Express, MongoDB, and Node. 	re-iterate full-stack tech
<ul style="list-style-type: none"> ➤ Implemented HTML to structure markup pages and CSS for styling design. ➤ Leveraged Bootstrap framework and grid system to build responsive web sites. ➤ Incorporated JavaScript to enhance web application functionality. ➤ Coded custom jQuery validation to enhance basic HTML validators. 	client-side libraries
<ul style="list-style-type: none"> ➤ Employed Angular routing service to switch views within an application. ➤ Wrote controllers to execute Angular behavior such as two-way data binding. ➤ Implemented Ajax actions to get and post JSON data from web services via Angular factories. ➤ Crafted custom Angular directives to expand capabilities of HTML attributes. ➤ Built proof-of-concept applications using the React framework and reactive extensions. 	business layer frameworks
<ul style="list-style-type: none"> ➤ Developed and exposed REST services built with Express hosted on server-side Node environment. ➤ Consumed various APIs and SOAP web services via JavaScript to share data. ➤ Designed data access modules with MongoDriver that runs on a Node server. 	server-side technologies web services, ORM tools
<ul style="list-style-type: none"> ➤ Created data layer code to insert, find, update, and delete documents to MongoDB collection database. ➤ Setup MongoDB and populated JSON like documents into collections to manipulate and store data. 	about database
<ul style="list-style-type: none"> ➤ Wrote unit tests with Jasmine and Protractor to execute via Karma test runner. 	testing
<ul style="list-style-type: none"> ➤ Setup development environments with Webpack and Gulp to automate tasks. ➤ Knowledgeable of DevOps pipelines using Teamcity, PivotalTracker, and Git on Azure cloud. ➤ Collaborated in team environments following Agile practices. 	project and code management

Lastly, please uncheck the “show on portfolio” option for both email and phone number.

Checked

Email : redsil@hotmail.com
☒ Show on portfolio

Contact No. : 000-000-0000
☒ Show on portfolio


Unchecked


Email : redsil@hotmail.com
☐ Show on portfolio

Contact No. : 000-000-0000
☐ Show on portfolio

5. Education


This section is for university degrees you have **earned**. To start, click the add button for education.


Education & Certification
ADD EDUCATION
ADD CERTIFICATION



Bachelor - Computer Science
George Mason University - April 2016
GPA : 7.0

☐ Show Globally



Guidelines for adding education:



- Select completed Degree.
- Major is required, completed Minors are allowed.
- Include full University name.
- GPA is not required, unless requested by the Trainer.

Please, **only** fill out the required fields for degree, major, and university. Also, include your graduation date and check to show globally. *An existing education from another portfolio can be selected and added.*

Example for education

6. Certification

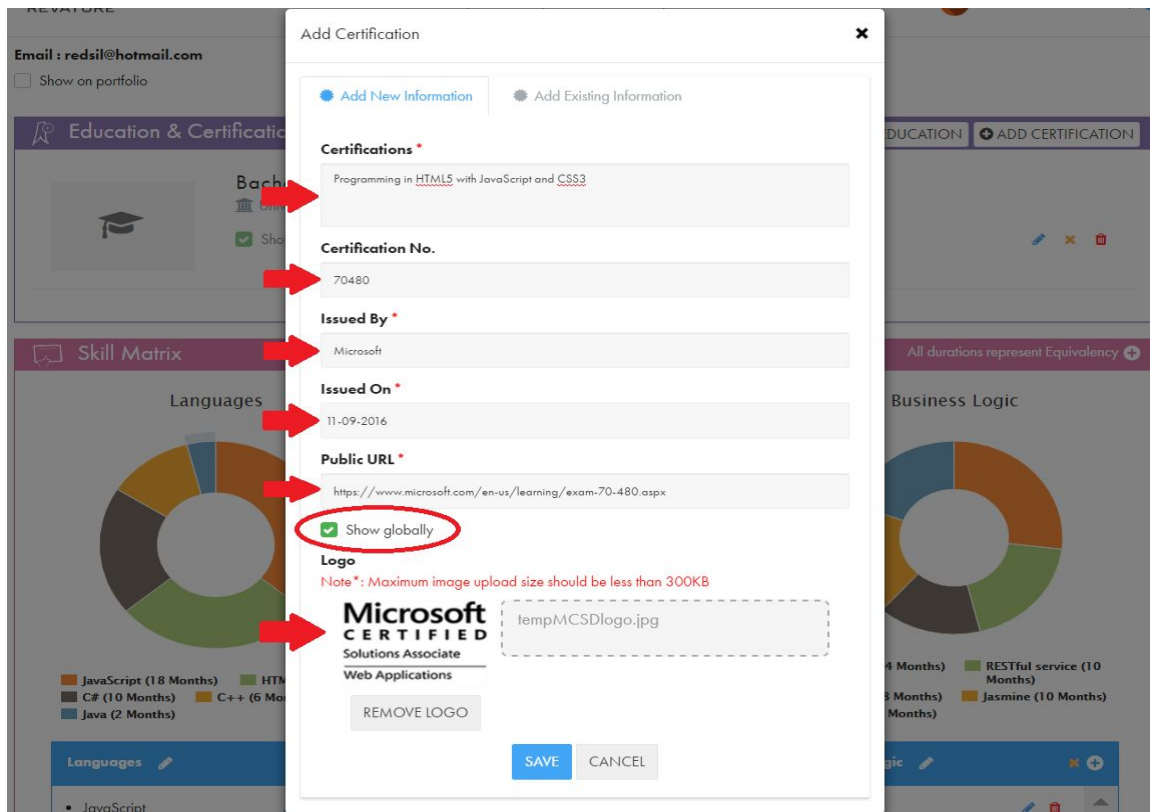
Adding technical certifications, you have achieved, is similar process to adding education. Start by clicking the add certification button. *Only include certifications that are technical which you passed.*



Guidelines for adding certification:

- **Must** be completed.
- **Only** technical certifications.
- Include full certification title.
- Add date certification was issued. This date can be when you successfully pass it.
- Logo is required.

Please, **only** fill out the required fields for certification, number, issued by, issued on, and certification url. Also, include certification logo and check to show globally. *An existing certification from another portfolio can be selected and added.*



Example certification

Education & Certification
+ ADD EDUCATION
+ ADD CERTIFICATION



Bachelor - Computer Engineering
University of TechScience - Apr 2014
☒ Show Globally



Programming in HTML5 with JavaScript and CSS3
Microsoft - 70480
Issued On : Nov 09, 2016
Public URL : <https://www.microsoft.com/en-us/learning/exam-70-480.aspx>
☒ Show Globally

7. Skill Matrix

This section will have multiple lists of related key terms and technologies, in a table like format. Each category represents a subset of skills. Order is important, core technologies listed first, followed by front-end, middle-tier, then back-end.

To start, click the add category button.

Skill Matrix
All durations represent Equivalency
+
Add Skill Category

Web Technologies

- HTML 5
- CSS 3

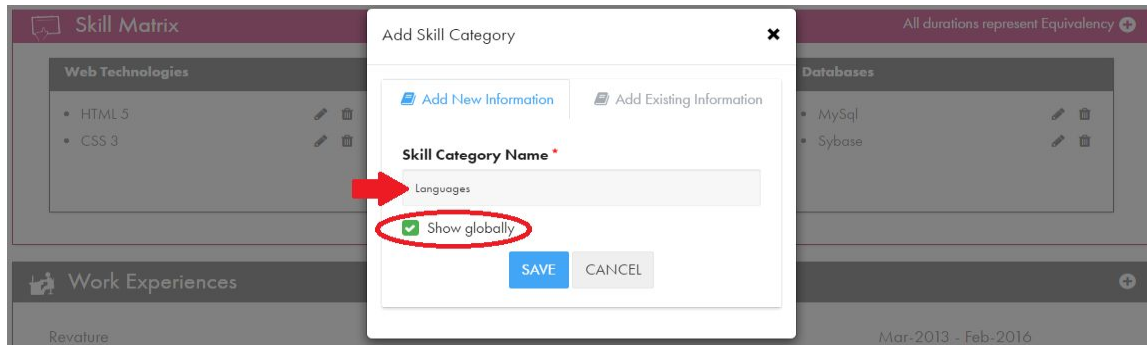
Java

- Servlets
- Applets

Databases

- MySQL
- Sybase

Type in a skill category name, mark as show globally, and click save button.

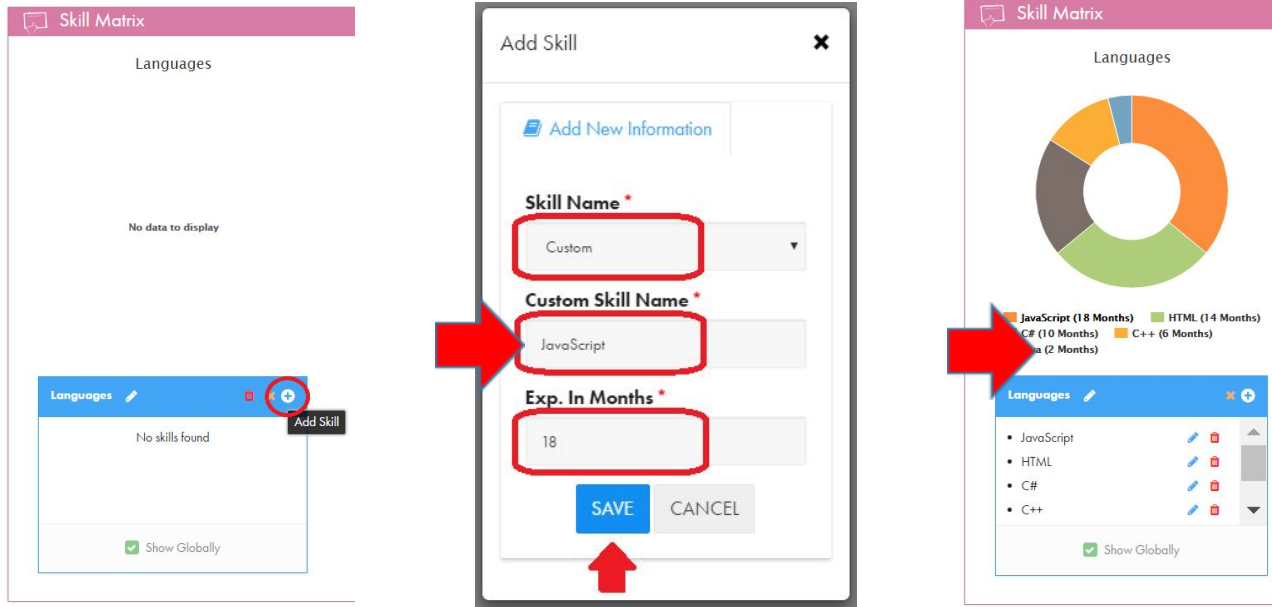


Please obey the following guidelines when adding skills to each category.

Guidelines for building skills matrix:

- Equivalency for each skill is between 3-18 months.
- Check spelling and capitalization of key terms and technologies.
- Each category/matrix is a set of related technologies and IT skills.
- **You must have at least 5 categories.**
- **You must have at least 6 skills per category.**
- Add skills in the order of importance and equivalency.
- Suggested category headings:
 - Languages, Core Frameworks, Client-Side, Front-End, Business Layer, Business Logic, Middle-Tier, Middleware, Back-end, Server-side, Services, SOA, Data Access, Database, Other Technologies, DevOps**
- Categories **not** allowed:
 - Gaming, Hobbies, Personal, Interests, Course, Classes, Curriculum, University, Scholastic
- Order and flow of categories is **important**.
- **Make sure that each skill that is also mentioned in the Industry Equivalency match each other regarding the months of experience. (Trainer handles industry equivalency)**
- Skills in the skill matrix should be a **minimum** of 3 months.

Start by clicking the Add Skill button. In the popup box, on the Skill Name dropdown, select custom option. Then, fill out the Custom Skill Name and Experience In Months fields. Click Save button to updated the category.



Please, repeat this step until you have 6 or more skills per category and at least 5 different categories.

Following is an example for a JavaScript web developer

Web Technologies

- HTML/CSS
- Javascript/Typescript
- Bootstrap
- Angular 4
- JQuery
- WebGL
- d3.js
- AngularJS

Testing



- TestNG (12 Months)
- JUnit (16 Months)
- Selenium (8 Months)
- Cucumber (8 Months)
- JMeter (3 Months)

Database Layer

- Hibernate
- JDBC
- Oracle SQL
- SQL Developer
- Spring Data
- MongoDB

Java Web



- Servlet API (12 Months)
- Restful Web Services (10 Months)
- Spring MVC (7 Months)
- Jersey (7 Months)
- Jackson (7 Months)

Languages

- Java
- Oracle SQL
- Typescript
- Javascript
- HTML/CSS
- C++
- Python

Devops



- Amazon Web Services (6 Months)
- Jenkins (7 Months)
- Git (16 Months)
- Pivotal Tracker (6 Months)
- Maven (16 Months)

Testing

- TestNG
- JUnit
- Selenium
- Cucumber
- JMeter
- SOAP-UI
- Postman

Java Web

- Servlet API
- Restful Web Services
- Spring MVC
- Jersey
- Jackson
- JAX-RS

Devops

- Amazon Web Services
- Jenkins
- Git
- Pivotal Tracker
- Maven
- Subversion

8. Projects

Here, we'll add the projects you completed during bootcamp training. To start, click the Add Project button.

Projects

Add Project

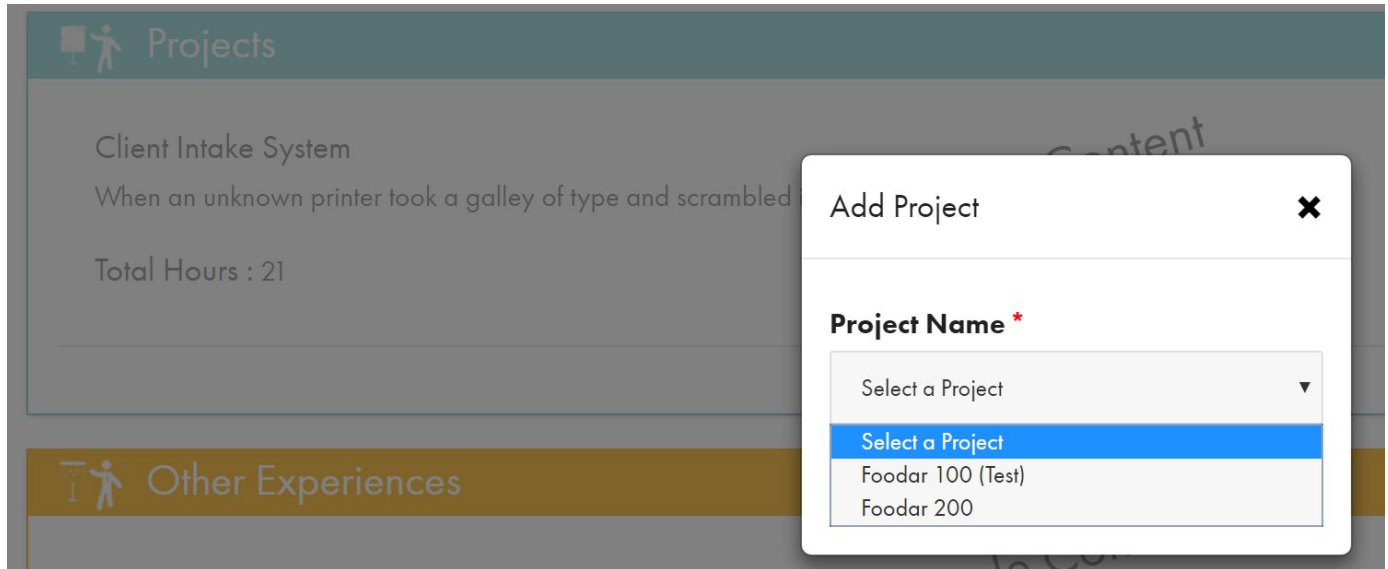
Client Intake System

When an unknown printer took a galley of type and scrambled it to make a type specimen book.

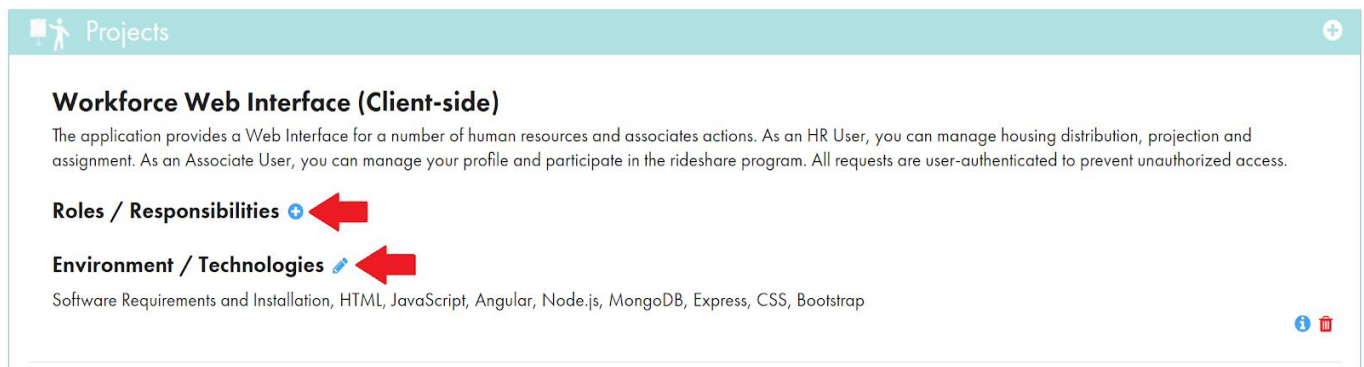
Total Hours : 21

Duration in Weeks : 3

In the popup box, select a project from the Select Project dropdown and click save button. *This dropdown is populated by your completed projects that the Trainer has approved. Make sure that the project order shows the most recent project to the least recent.*



After adding the project, we need to add and edit the bulleted Responsibilities and Technologies lists.



Guidelines for writing project responsibilities:

- The guidelines from the About Me section also apply.
- When you add your projects, add them in order.
- Use active voice and strong language.
- Each project **must** have at least 8 bulleted responsibilities.
- Each project **must** have a list of technologies.
- These bullets are specific to the project.

To start, click '+' button to add responsibilities. In the popup box, as with the About Me section, type the bulleted list of responsibilities. *Remember to click the 2nd icon for a bulleted list.*



Please, repeat until you have **8 or more** responsibilities.

Following is an example for a client-side and JavaScript project

Projects

TrackForce

The TrackForce system allows a manager to track the life cycle of associates moving into different stages such as training, reserved, selected, confirmed, deployed and other stages. The metrics of mapped and unmapped resources gives a preview of associates available for a client mapping which enables the management team to plan for future goals. The focus of future batches and the historical data of associates trained at any point of time provides clear insight to meet our client needs

Roles / Responsibilities

- Learned AngularJS to convert the front end from AngularJS to Angular 5.
- Converted Batch-Listing functionality from AngularJS to Angular5.
- Made cross origin requests to Jersey REST controllers from Angular 5 front end.
- Tested functionality with unit tests written with TestNG.
- Tested Angular 5 front end using Jasmine and Protractor.
- Made SOAP-UI tests to ensure rest endpoints are working.
- Collaborated and managed source code using Git.
- Worked with a Continuous Deployment pipeline using Amazon Web Services hosted on EC2 instances along with Jenkins.

Environment / Technologies

Git, Jenkins, SQL, Hibernate, REST, HTML, CSS, AngularJS, EC2, RDS, Maven, Node.js, Selenium / Webdriver, Cucumber, TestNG, JavaScript, AJAX, JUnit, Log4J, Angular 5

9. Other Experiences

In this section, you may **only** include experience that is related to software development or technically based. For example, university project developing an application or writing software for systems. These work entries **must** be brief and concise. To start, click the plus button to add a other experience.

Other Experiences

Revature

Test Engineer

Mar-2015 - Mar-2016

Add Other Experience

In the popup, fill in the required fields for Employer, dates, and job title. For college project, the employer is your university and job title is student. Also, mark as show globally and click save button.

be calculated based on distance driven, plus a base fee. This application features several Web Tools technologies including HTML, CSS, JavaScript, jQuery and AngularJS.

Total Hours : 22 hours

Roles / Responsibilities +

Environment / Technologies
HTML, CSS, JavaScript

Other Experiences

Revature
Test Engineer

Honors & Awards

Best Employee Award
Lorem Ipsum is simply dummy text of the
Received From : Revature
Received On : May-2015

Add Other Experience

Add New Information
Add Existing Information

Employer Name *
University of TechScience

From *
September 2013

To *
April 2014

Job Title *
Student

☒ Show globally

SAVE CANCEL

After saving the employment information, then add details about your project. To add project, click the plus button on the other experience.

Other Experiences

University of TechScience Sep 2013 - Apr 2014

Student

☒ Show Globally

Add Project

Dashboard
/ Technologies
vaScript
experience
ity of TechSc
ally
and Library S
are Developer
ities
lication to manage and
ring materials.
nologies
SQL, PHP, JavaScript
& Awards
Award
mply dummy text
n : Revature
May-2015

Edit Other Project

Employer Name : University of TechScience
Duration : Sep 2013 - Apr 2014
Project Title *
Document and Library System
Project Duration *
From *
September 2013
To *
April 2014
Role *
Software Developer
Responsibilities
Created an application to manage and maintain a catalog for a library system. Features allowed users to add and edit books, and manage borrowing materials.
Project Details
Project Details
Tools / Technologies *
HTML, CSS, MySQL, PHP, JavaScript
Problem Area
Problem Area

Following example for other experience

Other Experiences

University of TechScience
Sep 2013 - Apr 2014
Student

Show Globally

Document and Library System
Sep 2013 - Apr 2014
Role : Software Developer
Responsibilities
Created an application to manage and maintain a catalog for a library system. Features allowed users to add and edit books, and manage borrowing materials.
Tools / Technologies
HTML, CSS, MySQL, PHP, JavaScript

10. Honors & Awards

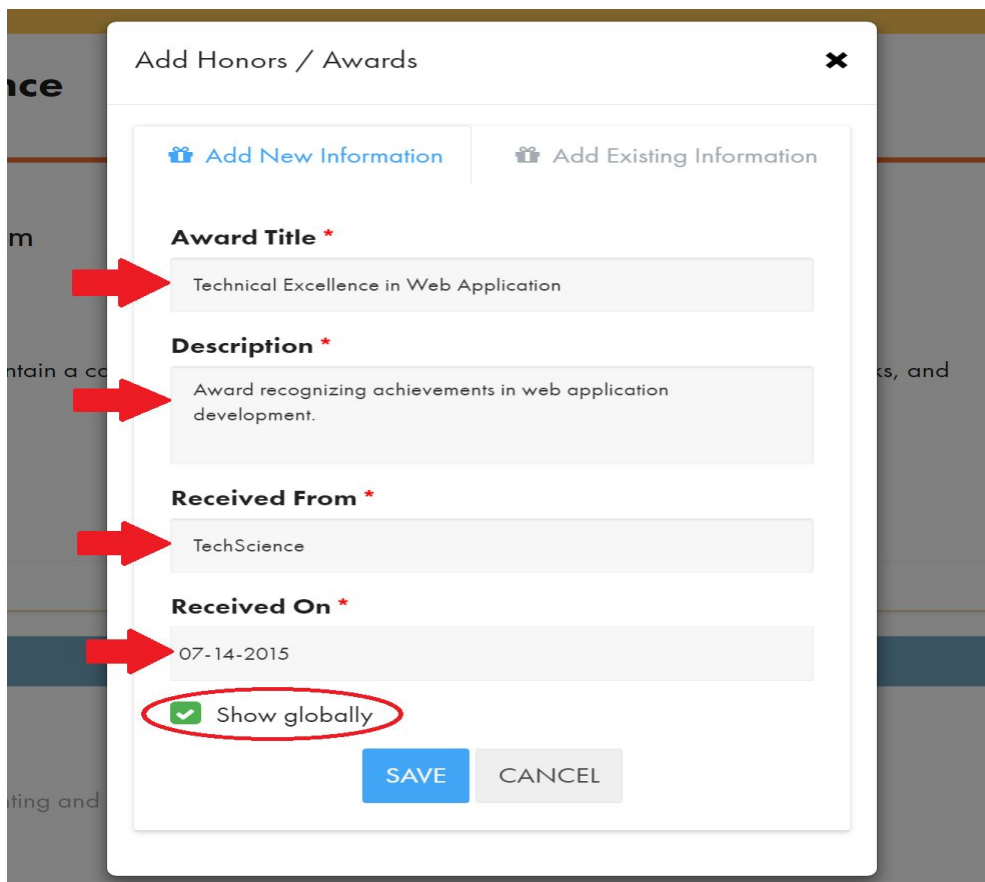
In this section, you may **only** include relevant awards that are related to technology and science. Leadership honors **must** be approved by your Trainer. To start, click the plus button to add an award.



Guidelines for adding awards:

- **Must** be a recognized award.
- **Only** technical honors.
- Include full certification title.
- Add date certification was issued.

Please, **only** fill out the required fields for title, description, received from, and received on. Also, check to show globally. *An existing award from another portfolio can be selected and added.*



Following example for an award



Honors & Awards



Technical Excellence in Web Application

Award recognizing achievements in web application development.

Received From : TechScience

Received On : Jul 14, 2015



Show Globally

