

## 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:

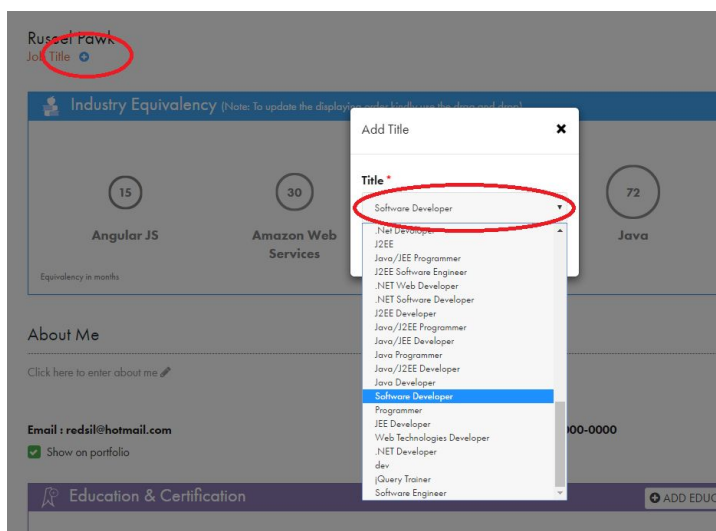
- Work Experience (leave blank unless notified differently by Quality Team)
- Other Experience
- Honors & Awards

### 1. Job Title

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

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

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

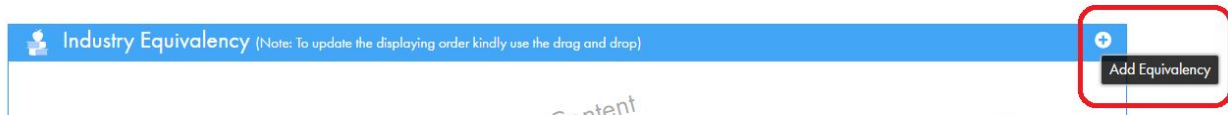


*Example for a software developer*

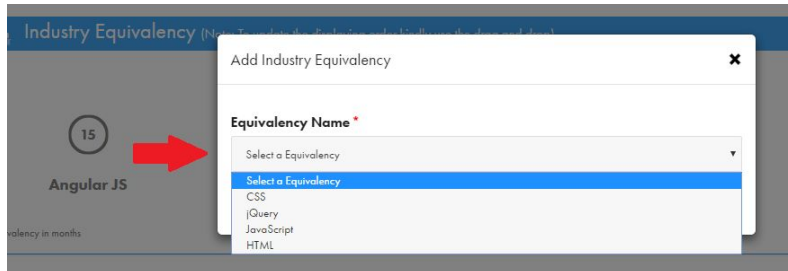


## 2. Industry Equivalency

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.*

*Example for a JavaScript web developer*



## 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:*

- Use active voice.
- Use strong language, i.e. be assertive and confident.
- Use first person voice, i.e. the “I” noun.
- It’s unnecessary to repeatedly use “I”, the resume is about you.
- Use singular nouns only, “I”.
- Don’t use plural nouns, like “we”, “us”, “my partner”, “the team”, etc.

*Example of a web developer with back-end experience*

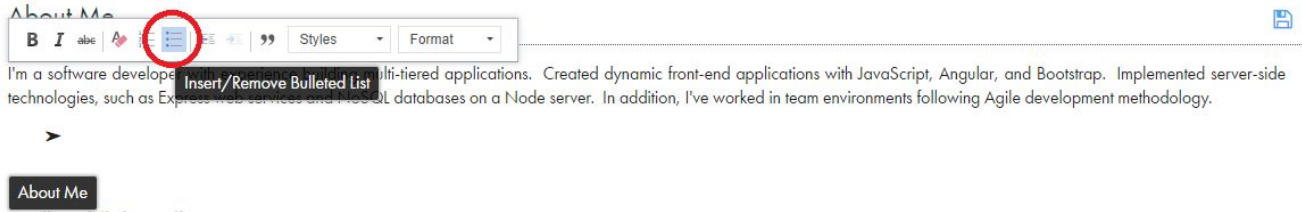


Note, this is concise description of a full-stack JavaScript developer, who builds web applications. It naturally flows from front-end frameworks to server-side technologies. Also, it includes a few primary technologies. The About Me section **should not** include non-technical skills, hobbies, and personal 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 2<sup>nd</sup> 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 nouns is unnecessary, the resume is about you.
- You **must** have more than 12 bullets.
- 1 sentence per responsibility.
- Each bullet **must** end with a period.
- Use a workflow that starts with front-end, goes to a middle tier, and lastly a back-end layer.
- Use active voice.
- 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, knowledgeable, leverage, manage, utilized, worked
- **Don't** use passive voice, it implies uncertainty:  
comfortable, familiar, 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"> <li>➤ Extensive experience with <b>HTML, Bootstrap, JavaScript, Angular, React, Express, MongoDB, and Node</b>.</li> </ul>	<b>re-iterate full-stack tech</b>
<ul style="list-style-type: none"> <li>➤ Implemented <b>HTML</b> to structure markup pages and <b>CSS</b> for styling design.</li> <li>➤ Leveraged <b>Bootstrap</b> framework and grid system to build responsive web sites.</li> <li>➤ Incorporated <b>JavaScript</b> to enhance web application functionality.</li> <li>➤ Coded custom <b>jQuery</b> validation to enhance basic <b>HTML</b> validators.</li> </ul>	<b>client-side libraries</b>
<ul style="list-style-type: none"> <li>➤ Employed <b>Angular</b> routing service to switch views within an application.</li> <li>➤ Wrote controllers to execute <b>Angular</b> behavior such as two-way data binding.</li> <li>➤ Implemented <b>Ajax</b> actions to get and post <b>JSON</b> data from web services via <b>Angular</b> factories.</li> <li>➤ Crafted custom <b>Angular</b> directives to expand capabilities of <b>HTML</b> attributes.</li> <li>➤ Built proof-of-concept applications using the <b>React</b> framework and reactive extensions.</li> </ul>	<b>business layer frameworks</b>
<ul style="list-style-type: none"> <li>➤ Developed and exposed <b>REST</b> services built with <b>Express</b> hosted on server-side <b>Node</b> environment.</li> <li>➤ Consumed various <b>APIs</b> and <b>SOAP</b> web services via <b>JavaScript</b> to share data.</li> <li>➤ Designed data access modules with <b>MongoDriver</b> that runs on a <b>Node</b> server.</li> </ul>	<b>server-side technologies</b> <b>web services, ORM tools</b>
<ul style="list-style-type: none"> <li>➤ Created data layer code to insert, find, update, and delete documents to <b>MongoDB</b> collection database.</li> <li>➤ Setup <b>MongoDB</b> and populated <b>JSON</b> like documents into collections to manipulate and store data.</li> </ul>	<b>about database</b>
<ul style="list-style-type: none"> <li>➤ Wrote unit tests with <b>Jasmine</b> and <b>Protractor</b> to execute via <b>Karma</b> test runner.</li> </ul>	<b>testing</b>
<ul style="list-style-type: none"> <li>➤ Setup development environments with <b>Webpack</b> and <b>Gulp</b> to automate tasks.</li> <li>➤ Knowledgeable of DevOps pipelines using <b>Teamcity</b>, <b>PivotalTracker</b>, and <b>Git</b> on <b>Azure</b> cloud.</li> <li>➤ Collaborated in team environments following <b>Agile</b> practices.</li> </ul>	<b>project and code management</b>

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

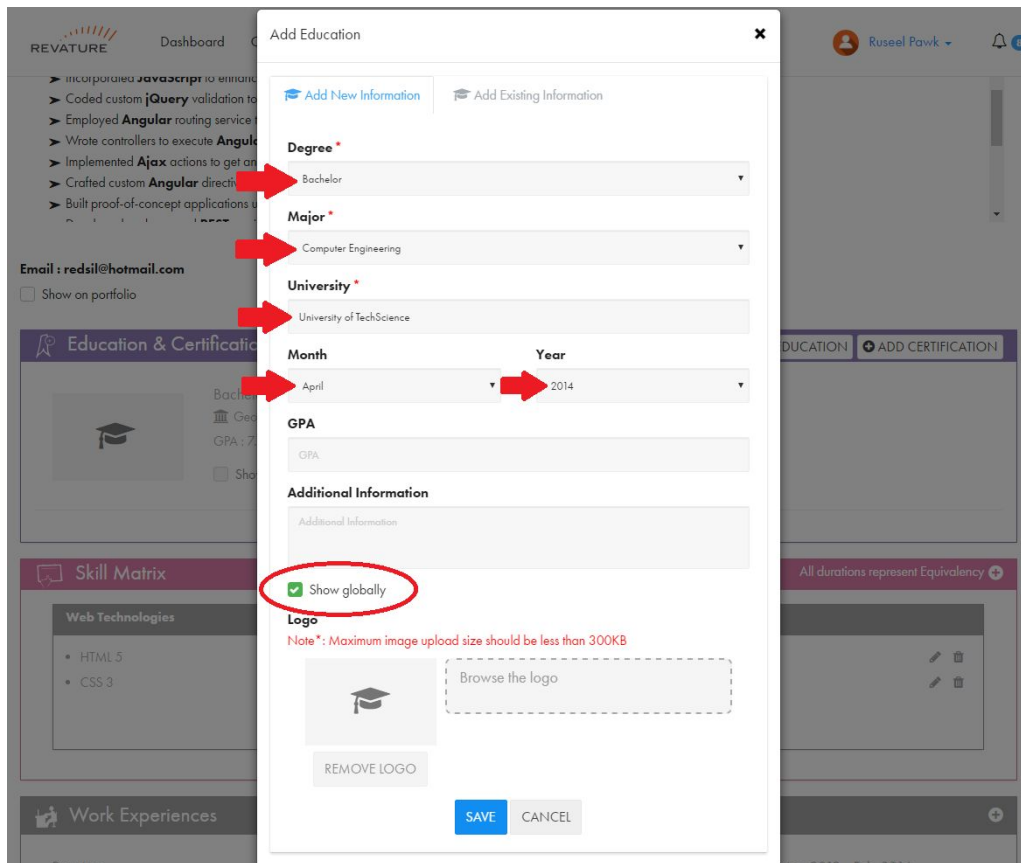
☐ Show Globally



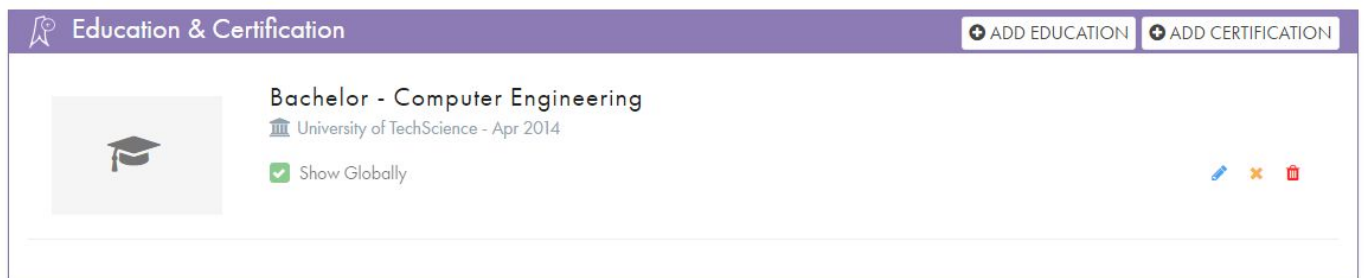
Guidelines for adding education:

- 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

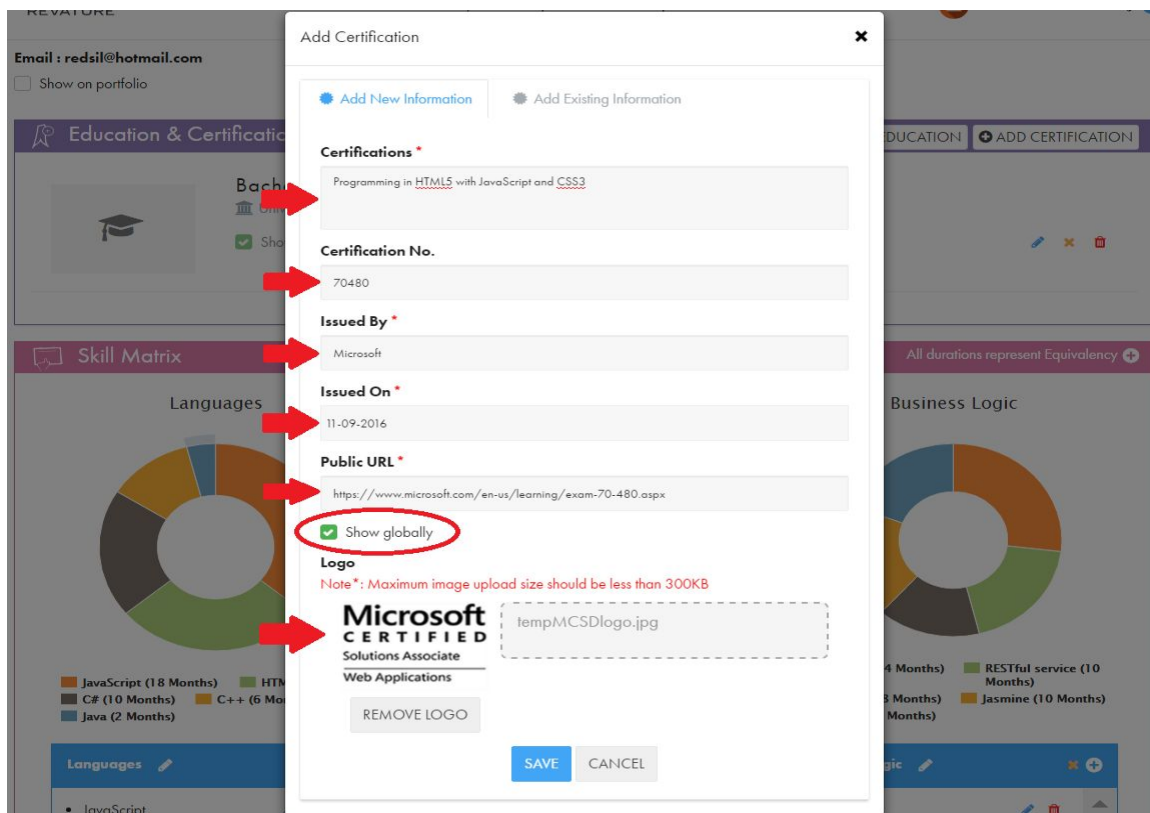
Adding technical certifications, you have achieved, is similar process to adding education. Start by clicking the add certification button. *Only include certifications that are technical which you passed.*



*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 keyterms 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
+

#### Web Technologies

- HTML 5
- CSS 3

#### Java

- Servlets
- Applets

#### Databases

- MySQL
- Sybase

Add Skill Category

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

Skill Matrix
All durations represent Equivalency

#### Web Technologies

- HTML 5
- CSS 3

#### Databases

- MySQL
- Sybase

Add Skill Category

Add New Information
Add Existing Information

Skill Category Name \*

Languages

☒ Show globally

SAVE
CANCEL

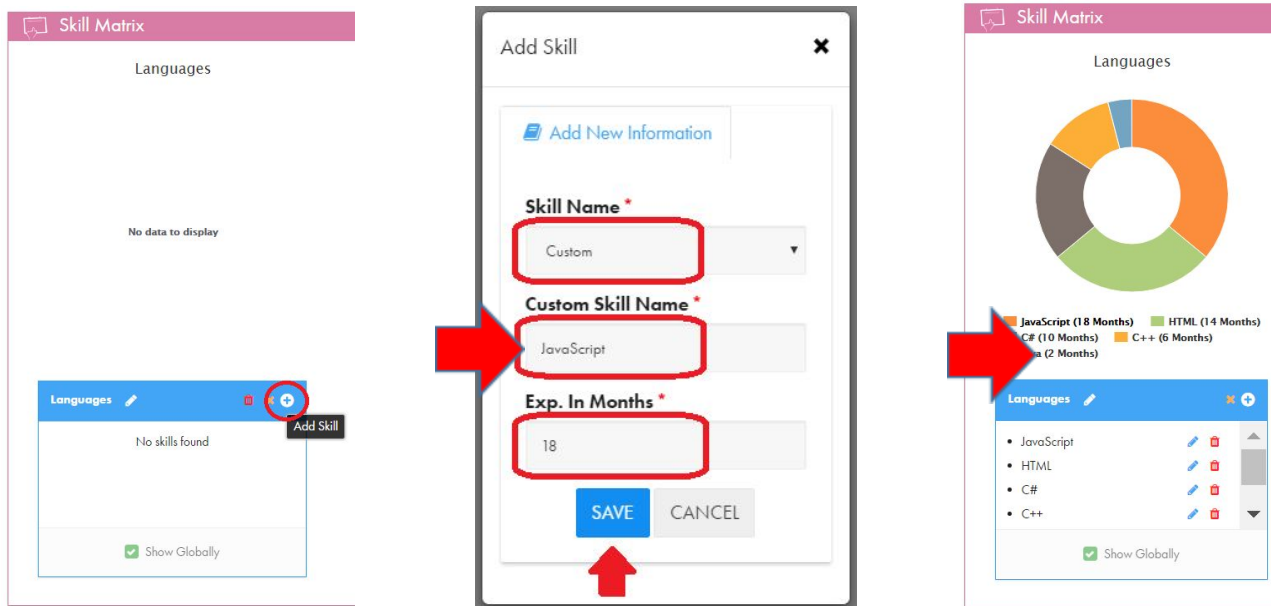


Please obey the following guidelines when adding skills to each category.

*Guidelines for building skills matrix:*

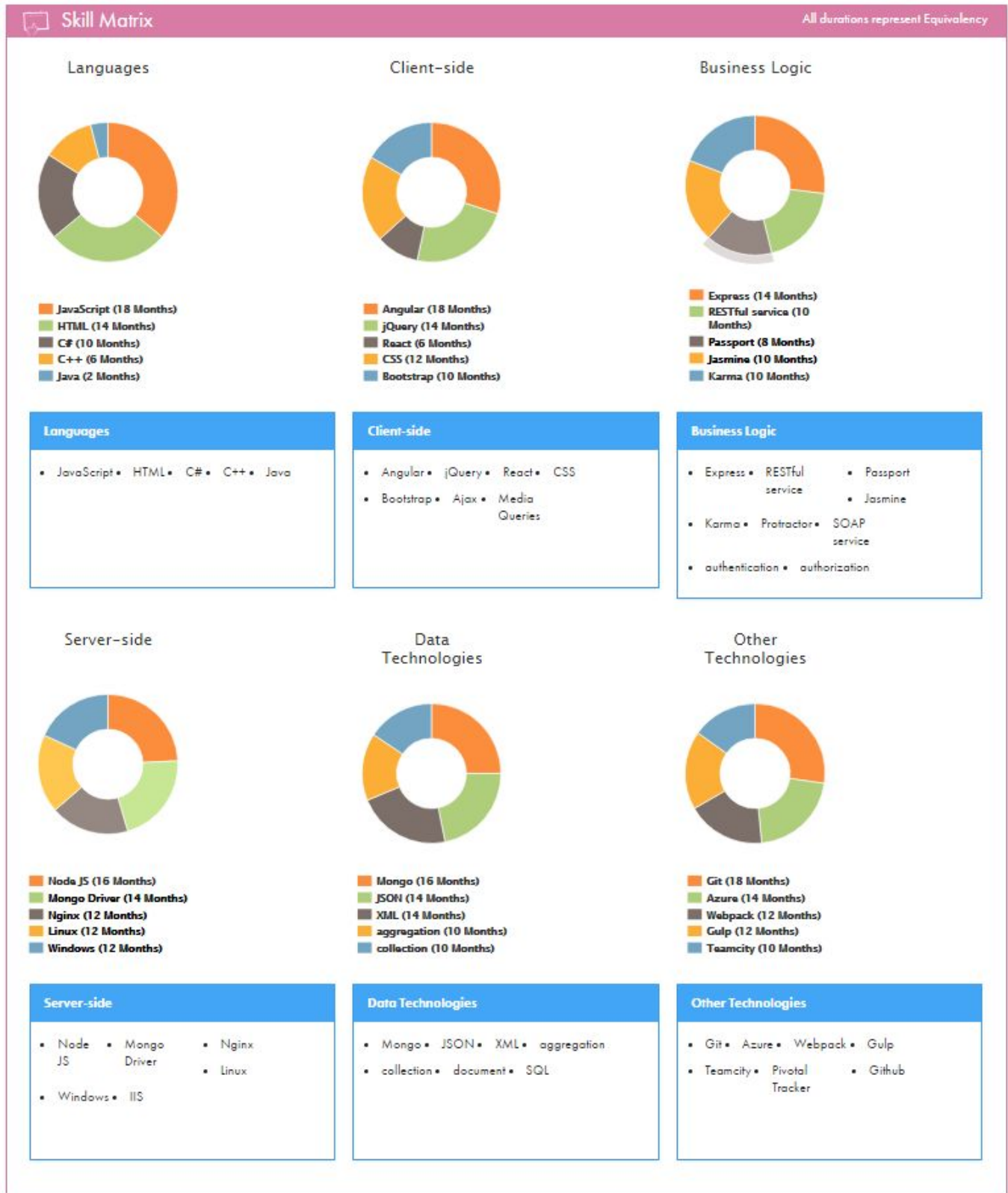
- Equivalency for each skill is between 4-18 months.
- Check spelling of key terms and technologies.
- Each category/matrix is a set of related technologies and IT skills.
- You **must** have at least 5 categories.
- You **must** have more than 5 skills per category.
- Add skills in the order of importance 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. (Trainer)
- 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 5 or more skills per category and at least 5 different categories.

*Following is an example for a JavaScript web developer*

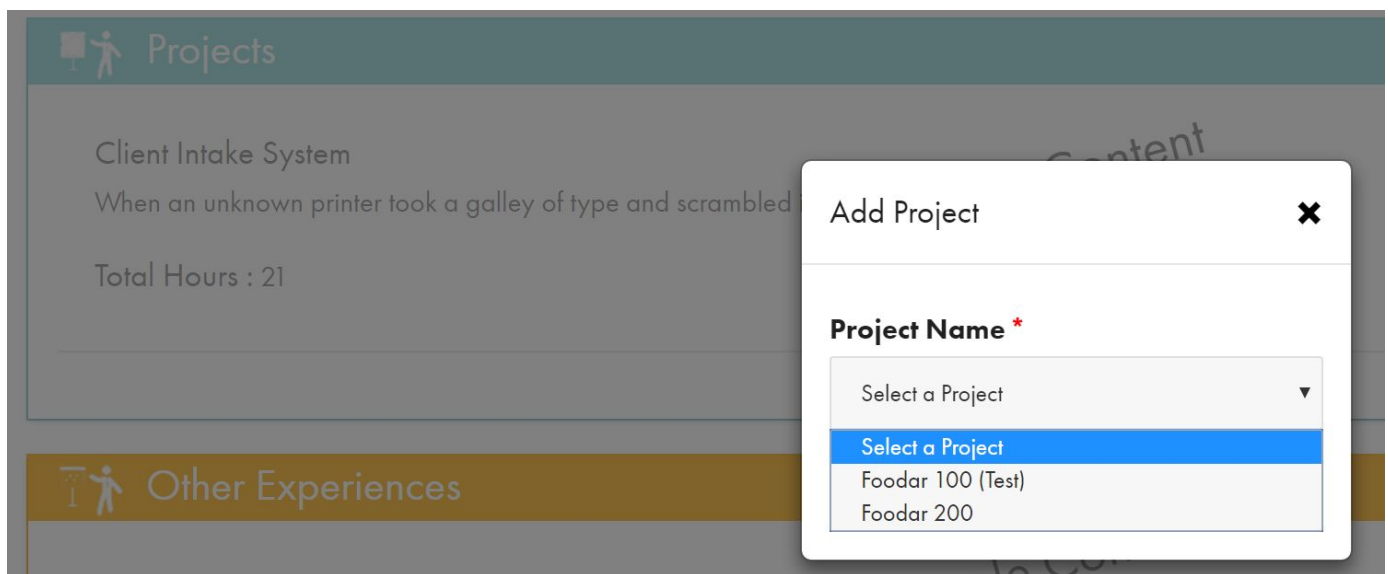




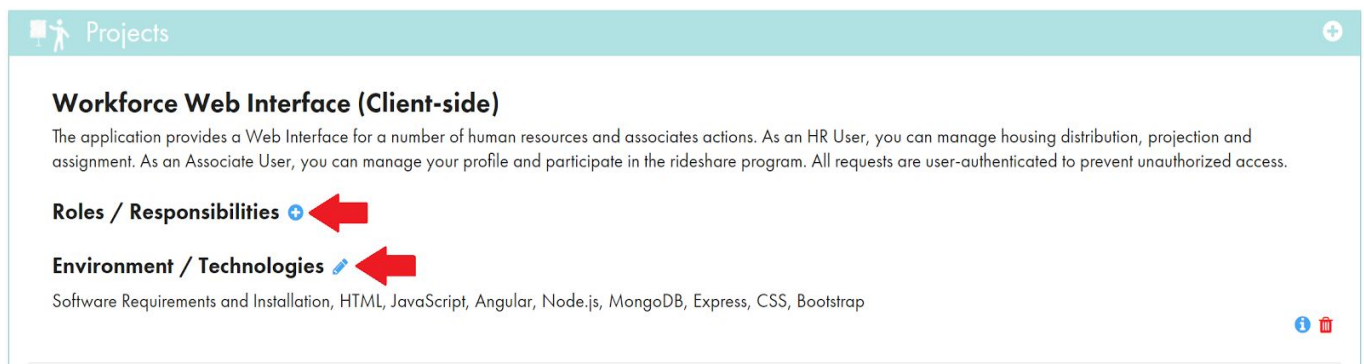
Here, we'll add the projects you completed during bootcamp training. To start, click the Add Project button.



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.*



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

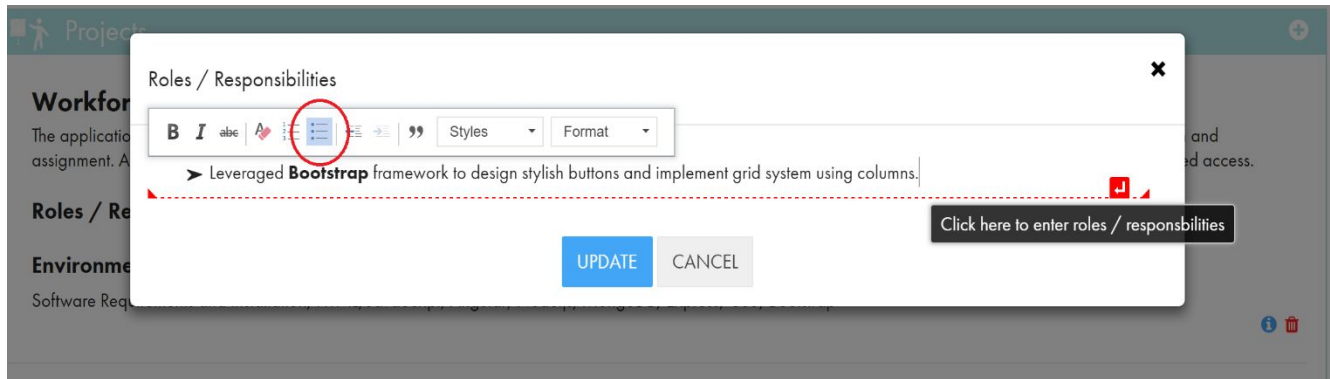


*Guidelines for writing project responsibilities:*

- 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 more than 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 2<sup>nd</sup> 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*



## 9. Work Experiences



In this section, you may **only** include work experience that is related to software development or technically based. These work entries **must** be brief and concise. To start, click the plus button to add a work experience.

Work Experiences

+

Add Work Experience

Revature

Developer

Revature

Role : Front end developer

Description

Responsibilities

Tools / Technologies

Mar-2013 - Feb-2016

Mar-2013 - Feb-2016

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book.

Lorem Ipsum is simply dummy text of the printing and typesetting industry.

Angular JS, Spring

In the popup, fill in the required fields for Employer, dates, and job title. Also, mark as show globally and click save button.

**Add Work Experience** [X]

[Add New Information](#) | [Add Existing Information](#)

**Employer Name \***

**From \***

**To \***

**Job Title \***

☒ Show globally

**SAVE** **CANCEL**

After saving the employment information, then you can add detail about the work. To add description, click the plus button on the work experience.

 Work Experiences

FooBar LLC

Software Intern

Jun 2015 - Aug 2015

 Show Globally



Add Project

*Guidelines for adding work experience:*

- Description is 2-3 sentences long.
- Description states the functionality and technologies.
- Project description goes in the Responsibilities field
- **Don't** bold the technologies.
- **Don't** include responsibilities.
- Technology list is required.

**REVATURE** Dashboard

• Mongo Driver  
• Nginx  
• Linux

☒ Show Globally

**Work Experiences**

**FooBar LLC**  
Software Intern

☒ Show Globally

**Projects**

**Workforce Web Interface**  
The application provides a Web Interface for course assignment. As an Associate User, it allows the user to view the course details, add the course to the cart, and view the course details. It also provides a distribution, projection and edit to prevent unauthorized access.

**Roles / Responsibilities**

- Leveraged **Bootstrap** framework
- Wrote custom **CSS** styles to enhance the look and feel of the application
- Implemented **Angular** routing to manage the application flow
- Developed **Angular** controllers to handle the user input and data
- Implemented factories in **Angular** to manage the application data
- Developed **REST** web services using **Node.js** and **Express.js**
- Leveraged **MongoDriver** to connect the application to the database
- Setup a **Node** server with **Nginx** for static file serving
- Configured **Webpack** to automate the bundling process
- Managed tasks via **Pivotal Tracker**

**Environment / Technologies**  
Software Requirements and Installation

**Foodar 200**  
Total Hours : 32 hours

**Add Client Project**

**Employer Name :** FooBar LLC

**Duration :** Jun 2015 - Aug 2015

**Project Title \***  
Learning Management System

**Project Duration \***  
**From \*** June 2015 **To \*** August 2015

**Role \***  
Web Developer

**Responsibilities**  
Developed various HTML pages and JavaScript features for an online learning portal. Implemented user pages to view their courses, grades, and edit profile

**Project Details**  
Project Details

**Tools / Technologies \***  
HTML, CSS, JavaScript, Python, MySQL

**Problem Area**  
Problem Area

**SAVE** **CANCEL**

*Following example of a work experience*

Work Experiences	
<b>FooBar LLC</b> Software Intern	Jun 2015 - Aug 2015
<div>Show Globally</div>	
<b>Learning Management System</b> <b>Role :</b> Web Developer	Jun 2015 - Aug 2015
<b>Responsibilities</b> Developed various HTML pages and JavaScript features for an online learning portal. Implemented user pages to view their courses, grades, and edit profile.	
<b>Tools / Technologies</b> HTML, CSS, JavaScript, Python, MySQL	

## 10. 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	Mar-2015 - Mar-2016	Add Other Experience
Test Engineer		

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**

*Guidelines for adding work experience:*


- Description is 2-3 sentences long.
- Description states the functionality and technologies.
- Project description goes in the Responsibilities field
- **Don't** bold the technologies.
- **Don't** include responsibilities.
- Technology list is required.



*Following example for other experience*

## 11. Honors & Awards

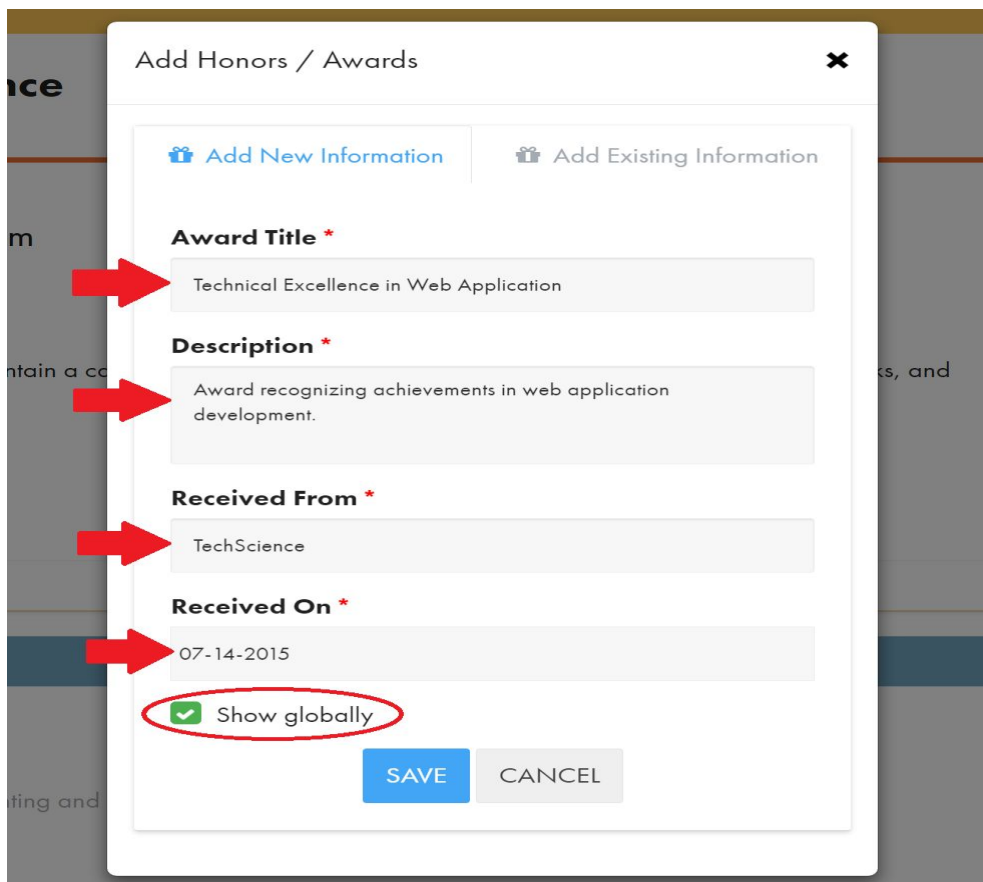
In this section, you may **only** include relevant awards that are related to technology and science. Leadership honors **must** be approved by your Trainer. To start, click the plus button to add an award.



*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

