Creating your Upwork profile…
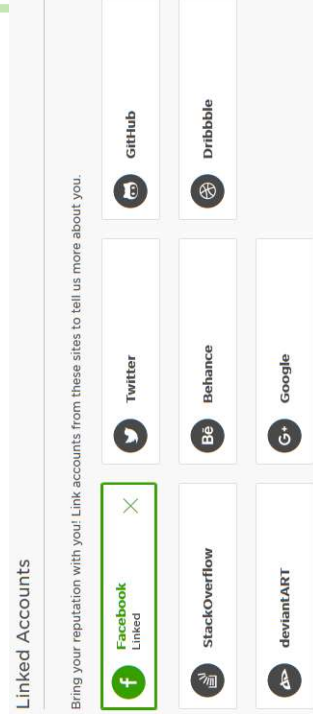
CREATING UPWORK PROFILE

Creating your Upwork profile:

- Be specific, and focus on specific skills that you're mastering them.
- Choosing your profile picture (it's important).
- Choosing a professional job title.
- Write a good overview statement.
- Set your rate.
- Set your availability and respond to invitations immediately.
- Upwork will display your response time in profile(it's very important).
- Set your English language level.
- Add an introduction video (Big plus).
- Add your previous projects, portfolio, certificates and employment history.
- English level verification.
- Upwork skill tests.
- Link your online social and professional accounts:
  - Linked-In (For All).
  - Facebook, twitter, Google+.
  - Behance (For designers).
  - deviantART (For designers).
  - Dribble (For designers).
  - Github (for Developers).
  - StackOverflow (for Developers).

Linked Accounts

Bring your reputation with you! Link accounts from these sites to tell us more about you.

Facebook (Linked)	Twitter	GitHub
StackOverflow	Behance	Dribbble
deviantART	Google	

CREATING UPWORK PROFILE – YOUR NAME

Your Name:

- You must use your real name, not a nick name or a fake name.
- It's very important for the Upwork verification process, using a fake name may get your account banned, and you'll not be able to withdraw your earnings.

Hany Saad

Software project mangement, solution Design & archeticture.

◎ Asyut, Egypt - 8:27am local time

$40.00 /hr

CREATING UPWORK PROFILE – TITLE

Title:

- Upwork uses title, when clients search for freelancers in specific field.
- When a client sees your profile, it's one of the first things they'll see.
- These few words can have a big impact on whether a client continues looking at your profile and considering you for the job.
- **Tips for choosing your title:**
  - **Be simple and succinct:** Pick straightforward keywords and create a professional title that aligns with your goals.
  - **Be specific:** Highlight your niche. The more precise you can be in your title, the better fit your jobs are likely to be.

Effective UI/UX. Landing Pages that gets you Leads & Sales.

⊙ Kiev, Ukraine - 7:28am local time

Web Design   Landing Pages   User Interface Design

User Experience Design   Adobe Photoshop ✓

CREATING UPWORK PROFILE – OVERVIEW

Overview:

- This is your pitch, so make it count.
- It's the most important part that the client see along with your job proposals.
- Use your overview to concisely express what you can do for your client and your experience that goes along with it.

Overview

Good writing can make or break your business. Let me help you find your voice.

I have a B.A. in English and 18 years of experience as a writer, including copywriting, blogging, technical writing, sell sheets, and marketing communications. I worked in a big company for 5 years and then quit to start freelancing full-time. In my 13 years as a freelancer I have helped a great number of businesses improve their market share by improving their writing. I have created copy for web pages, online ads, promotional e-mails, white papers, catalogs, brochures, postcards, etc. I am experienced in writing compelling and appropriate content for blogs, tweets and Facebook posts. My clients include advertising agencies, public relations firms, company marketing departments, large stores, marketing firms, magazines and creative agencies.

I am also fluent in French, so I can take a French text and craft a parallel copy in English targeting U.S., U.K., and/or Australian audiences.

I am pretty flexible with respect to working hours. Deadlines are sacred for me and I will review your content as many times as it takes for it to exceed your expectations! less

Overview (Cont.):

- **Tips for writing your overview:**

  - Keep this section focused on your category-specific skills and put the most important information first.

  - Only the first two or three sentences are visible in search results and other pages on Upwork. Make sure the first two sentences grab the reader's attention and highlight your expertise and talent. And be sure to make it relevant to what you do.

  - Utilize bullet points to emphasize certain areas

  - Use the last one to two sentences to list soft skills that pertain to the value you bring to your clients (i.e., reliable, prompt, quick learner, etc.).

  - At the end of your overview, put a call to action (Want Bla Bla Bla? Invite me to your job right now!)

  - Be confident!

  - You overview should cover the following points:
    - What expertise do you bring to your clients?
    - What type of work do you want to do and what industry do you work in?
    - What systems and software programs have you used?
    - Do you have any work or accomplishments you're proud of?
    - What languages do you speak and are you proficient working in?
    - What makes the client should hire you?

Overview example: ✎

Overview ✎

10+ years of proven experience in both IT solutions development and project management. I've got real life experience in all stages of software development life cycle – starting from requirement gathering and project planning; through the implementation and troubleshooting; to deployment and support.

I provide my clients the best solution according to their requirement. I ensure the development environment, connectivity, code security. I also ensure the security of your idea.

Focus on building IT systems solutions to improve business efficiency and productivity, working closely with the client to examine existing business models. processes and flows of data, discussing the opportunities for improvements with the client, and designing the suitable software solution that satisfy the business needs.

Key Skills:
Requirements & system analysis, software project management, software life cycle management, design and object oriented analysis.
Database Modeling and Design.
NET Technology concepts and OOP techniques.
Programming languages: VB.Net and C#.Net.
Web development: HTML, CSS, JavaScript, AngularJS, Jquery, NodeJS, JSON, AJAX, ASP.Net and ASP.Net MVC.
DBMS: MS SQL server.
Datawarehousing and SQL Server BI Tools.
XML, .Net XML web services and WCF.

Need distinct software management services, Invite my to your jobs right now! less

CREATING UPWORK PROFILE – PHOTO

Photo:

- It's not optional, and Upwork validates that your photo is a real person's face (not fake picture).

- Your profile is how you present yourself to the world. What does your profile picture say about you? Does it say you're friendly, professional, and easy to get along with?

- Clients look at profile photos to get a sense of who you are.

- **Tips for your photo:**
  - Upload a high-quality headshot.
  - It's best if the photo is centered, in focus, and high resolution.
  - It should also be professional—dress to impress.
  - Simplify the background.
  - Focus on your face.
  - **Smile!** (You'll land more jobs).

Good photo setting
Framed into his face.
Simple background.

Bad photo setting
Too much body.
Cluttered workspace.

Introduction Video:

- It's an optional section.

- It's a very big plus feature for your profile.

- You can use this section to make yourself really shine.

- Many freelancers skip this section, which means that having a video can make you stand out.

- It can be effective to create an introduction video that is around 30 seconds with a clutter-free background and clear audio and visual settings.

CREATING UPWORK PROFILE - SKILLS

Skills:

- This is one of the important things especially if you are just starting out and have no client's reviews yet.

- Very important for your profile tp appear in search results (when clients search by skills).

- Clients often look at your skills, to make sure that you have the required skills to achieve the job.

- **Tips for adding your skills:**

  - Focus on the skills that are most important and most relevant to your category and the jobs you submit proposals for.

  - Pick your top skills, and the more consistent they are with your category and title, the better.

  - Order these skills by proficiency (On your profile, first 5 skills are displayed and a more link which shows the rest after clicking on it).

Effective UI/UX. Landing Pages that gets you Leads & Sales.

⊚ Kiev, Ukraine – 7:38am local time

Web Design   Landing Pages   User Interface Design

User Experience Design   Adobe Photoshop ✓

Set your rate:

- It is the average hour rate for you, to give your clients an estimate for the cost for their job if they hired you.

- Depending on the job and proposals you send, you can request the same rate, less or higher.

- As a beginner your hour rate should be in range of $10-15 (You may increase it little if you're working in really rare and high-demanded job or if you have previous experience in your work outside upwork).

- After completing some jobs on Upwork, you can raise your hour rate, starting from $15, and increase it gradually when you get more experience.

Hourly Rate

This is the amount the client will
see

$ 40.00   / hr

20% Upwork Service Fee

$ -8.00   / hr

You'll Receive

The estimated amount you'll receive
after service fees. [?]

$ 32.00   / hr

Hany Saad   **$40.00 /hr**

Software project mangement, solution Design & archeticture.

⊙ Asyut, Egypt - 8:32am local time

CREATING UPWORK PROFILE – PORTFOLIO

Portfolio:

- Including your past work examples and projects can enable viewers to see the quality of your work.

- It's the most important proof for clients that you really can do the job.

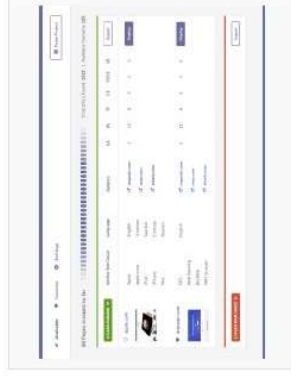- Make sure that you attach good screenshots for your work, and describe each item well.

CREATING UPWORK PROFILE - CERTIFICATIONS

Certifications:

- Listing the certifications you've earned can show your specific knowledge and ability in related systems or software for your category.

Certifications

No items to display.

Scroll down to Certifications and click the + icon

Employment History:

- Your employment history is a great place to showcase your experience and give clients insight into your past projects and qualifications.
- Include your current business that you're marketing on Upwork as well as previous work experience and focus on projects that relate to the type of job you want.
- You can use bullet points to highlight achievements and illustrate your specific expertise.

Employment History

Freelancer Customer Service Representative | Various

January 2013 - Present
I have been handling emails, tickets and phone calls for companies of various sizes established in the U.S. and Australia.

Lead Customer Service Representative | Convergys

January 2011 - December 2012
I was promoted to Customer Service Team Lead, leading a team of 10+ Customer Service Agents.
My duties involved:
- Handling complicated emails, tickets and phone more

Customer Service Representative | Convergys

June 2004 - December 2010
I was very successfully handling emails, tickets and phone calls for the company's major clients, mainly in the areas of Finance and Insurance.

Education:

- This section can further enhance your profile by validating your credentials and educational background. It's often clearest to list the institution name and your degree(s) in chronological order beginning with the most recent degree.

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Education ⊕

Software Engineering | Information Technology Institute (ITI)

2007 - 2008
ITI's website:
http://www.iti.gov.eg

Course list:
http://admission.iti.gov.eg/Admission/WebSite/TrackDetails.aspx?Data=hIvcAckAURMij29naXivKOZ83jOahZLYTi7aSABpYIveOLwE8hdx7aFmoPVjPfr&ReturnUrl=/Admission/WebSite/AdmissionHome.aspx

Bachelor of Science (B.S.) | Faculty of Science

2002 - 2006

English fluency level:

- Do NOT lie about your English fluency level.
- You can choose among: Basic, Conversational, Fluent and native or bilingual.

Proficiency

- ○ **Basic**
  I am only able to communicate in this language through written communication
- ◉ **Conversational**
  I know this language well enough to verbally discuss project details with a client
- ○ **Fluent**
  I have complete command of this language with perfect grammar
- ○ **Native or Bilingual**
  I have complete command of this language, including breadth of vocabulary, idioms, and colloquialisms

- Add any other languages you know.
- Add "Arabic" as "native or bilingual" language, as some clients may search for an Arabic native speaker for some projects.
- Seek to get your English fluency level verified.
  - By adding an authorized certification (IELTS for example).
  - At the end of a completed contract, clients will be asked how they would, "Rate their English proficiency (speaking & comprehension)." After receiving several (3 or more) of these ratings, the verified badge can appear on your profile.

Languages

English: Conversational

Arabic: Native or Bilingual

English fluency level (Cont.):

- At the end of a completed contract, clients will be asked how they would, "Rate their English proficiency.

Share your experience! Your honest feedback provides helpful information to both the freelancer and the Upwork community.

🔒 Private Feedback
This feedback will be kept anonymous and never shared directly with the freelancer. Learn more

Reason for ending contract:

Please select...

How likely are you to recommend this freelancer to a friend or a colleague?

Not at all likely   0   1   2   3   4   5   6   7   8   9   10   Extremely likely
      ○   ○   ○   ○   ○   ○   ○   ○   ○   ○   ○

Rate their English proficiency (speaking & comprehension)
○ Difficult to understand   ○ Acceptable   ○ Fluent   ○ I didn't speak to freelancer

Set your Availability:

- Set your availability and respond to invitations immediately.

- When you're busy and can't work for a period, set your availability to "Not available".

- Clients can search for freelancers with specific availability

I am currently

Available   Not Available

○ More than 30 hrs/week

◉ Less than 30 hrs/week

○ As Needed - Open to Offers

Availability

Available

As Needed - Open to Offers

24 hrs response time ?

- It'll appear in your profile like that:

Availability

Available

Less than 30 hrs/week

response time ?

We'll list how often you respond to client invitations once you've received more invitations. Top freelancers accept or decline all job invites within 24 hours. **Learn more**

- Response time, depends on when you often response to clients' invitations.

Verify your phone:

- It is very simple process, just they'll send a code to your mobile and you're requested to renter it.

- After that, badge of a verified phone number will appear in your profile, and give your clients more trust about you.

Verifications

Phone Number: Verified

CREATING UPWORK PROFILE – SOME MORE STEPS

From settings, go to profile settings section, and set the following options:

- Make sure that your profile visibility is set to: public.

- Set your Project Preference (Log-term, short-term or both).

- Set your experience level.

- Select the category of your skills.

- Specialized profiles.

My Profile

View my profile as others see it

Visibility

Public

Project Preference ⑦

Both long-term and one-time projects ›

Responsiveness ⑦

Your responsiveness will be determined after you receive and respond to a few more job invitations. Top freelancers accept or decline all invitations within 24 hours.

Earnings Privacy

Want to keep your earnings private?
Upgrade to a Freelancer Plus membership to enable this setting.

Experience Level

Entry Level
Starting to build experience in my field of work

Intermediate
A few years of professional experience in my field

Expert
Many years of professional experience doing complex projects

Categories ✏️

Web, Mobile & Software Dev
Web Development , Desktop Software Development , Scripts & Utilities and Product Management

IT & Networking
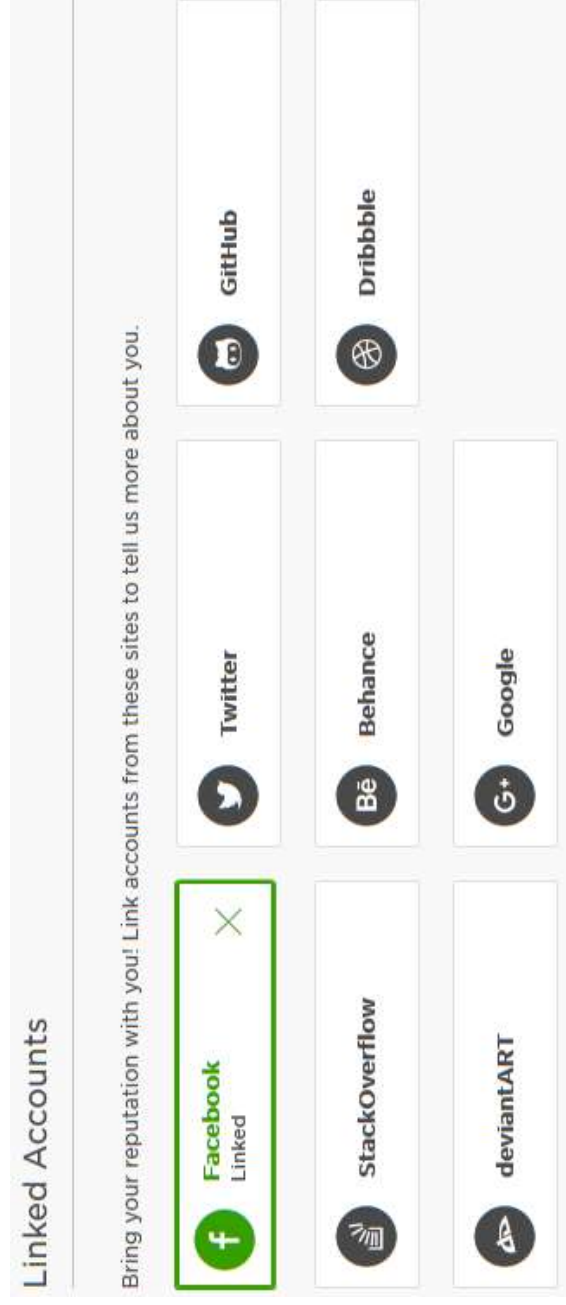Database Administration

Data Science & Analytics
Data Extraction / ETL

CREATING UPWORK PROFILE – SOME MORE STEPS (CONT.)

From profile settings section also, Link your online accounts:

- Link your online social and professional accounts:
  - Facebook, twitter, Google+.
  - Behance (For designers).
  - deviantART (For designers).
  - Dribble (For designers).
  - Github (for Developers).
  - StackOverflow (for Developers).

Congratulations!

Every step of the previous step, increases your profile completeness level.

Your profile completeness now should be 100%.

My Profile

Less than 30
hrs/week

100%