

Digital Freelancer:

Managing Freelancing Projects



Project: Working with a Mock Client



Part 1

Project Listing

Sample Project Listing #3:

Data Analyst

Seeking experienced Data Analyst to build dashboard for local insurance company.

Posted 1 week ago

Hourly: \$90.00 Based on experience.

Project Time: 1 year, 20 hours a week.

Project Description:

I have taken over a local car insurance company from my parents and have inherited hundreds of Excel spreadsheets with past and current customer information. I need help organizing this data and creating a dashboard to allow me to filter the data and create reports as needed. I would also need guidance on how to transfer the data to the tool of your choice. Looking forward to working together!



Part 2

Expression of Interest

Expression of Interest (Provided)

Which Sample Project Listing did you select to respond to?

Answer:

Seeking experienced Data Analyst to build dashboard for local insurance company.

Expression of Interest:

Dear, Client

I am glad for working with you as a Data Analyst for your local company.

I'm working with excel and programming language with 2 years of experience with 15 clients

Your requirement :

You need help in organizing this data so that You can create dashboards, filter the data and generate reports

I'm able to do all the above as follows:

1-clean and organize data by deleting any duplicate rows and unneeded data to facilitate analyzing and Easy to use it by using my high analytical skills and using excel,sql and python libraries

2- transfer the data to a new tool for smoother use

3- explaining how to use the new tool by presentation in PowerPoint and videos

After satisfying your need you would have a lot of benefits including:

1-you will easily extract needed data

2-higher accuracy

3-better and faster customer service

4-smoother work

5-New clients will join your company with a higher rate

Skills:

Plus having high analytical skills I am able to do these tasks because I am experienced in working with various analytical programs such as excel also I can use SQL, and libraries in python language And I worked on many projects including Medical coding

My offer :

I will work 25 Hours per week for 85 dollars per hour

Also, I will finish the project in 11 months so that you can proceed with your work Faster

I hope my offer is suitable for you and waiting for your to contact me soon to start work

Best regards,

Michael Alfons

Email : maichelalfons@gmail.com

Phone:0124575946



Part 3

Project Management Process

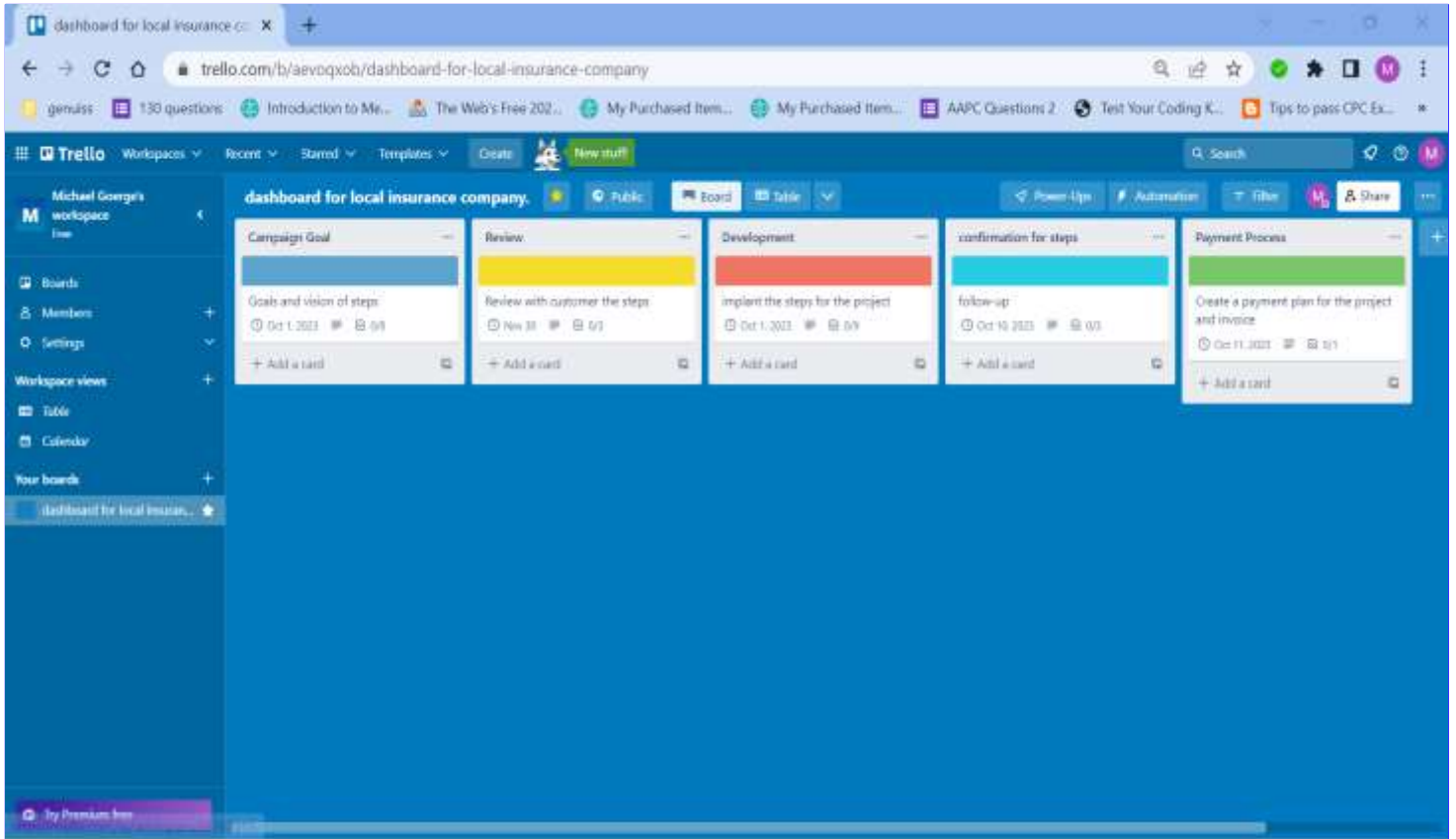
Trello Board

Please include the following information for your Trello board:

A link to your public Trello board should be provided here:

<https://trello.com/b/aevoqxob/dashboard-for-local-insurance-company>

Include a screenshot of the board below:





Part 4

Invoice and Payment Options

Invoice

Recipient:

[vehicle insurance company]
[USA]

Invoice #: [5713697]**Date issued:** [11/10/2023]**Date due:** [1/11/2023]**Services Rendered (Continue on next page)**

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Understanding The Data	In this service I looked to Data to understand it and find which Data I will work with	20 hrs	85\$	$85 \times 20 = 1700\$$
clean and organize data	clean and organize data by deleting any duplicate rows and unneeded data to facilitate analyzing it	100 hrs	85\$	$85 \times 100 = 8500\$$
Categoraize clients	check client records who is valid and who is not and classify them	40 hrs	85\$	$85 \times 40 = 3400\$$
Evaluate and remodel	Evaluting the results and change any errors found	20 hrs	85\$	$85 \times 20 = 1700\$$

Invoice

Services Rendered (continued)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Sum up data	Gather the important Data and make link between them to be obtainable from one source(primary and foreign key in SQL)	200 hrs	85 \$	$85 \times 20 = 17000\$$
Make statics	Make statics for the visualized data	120 hrs	85\$	$85 \times 120 = 10200\$$
Visualize Data	Prepare a Visualization for important gathered Data and conclusions using matplotlib and powerpoint	100 hrs	85\$	$85 \times 100 = 8500\$$
Create a local program	create Dashboard and make a friendly local Database using python for the company easy to use which will allow them to organize data and filter it to obtain the needed information,	200 hrs	85\$	$85 \times 200 = 17000\$$
Presentation	follow up the done steps and listen to the client suggestion if there 's something to be added or deleted	160 hrs	85\$	$85 \times 160 = 13600\$$

Total Payment Due: 81600\$
Payment Options: paymob, PayPal, bank account
Bank account no: 456764487654
Email: maichelalfons@gmail.com