

# 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: Data Analyst**

Please type your initial response to the client below. This should be between 200 - 300 words.

**Expression of Interest:**

hi , congratulation and good luck with your business .it seems you want to filter ,organize and visualize numerous datasets in one place by creating dashboards. power BI can be used as a tool to do that. we can use also python, numpy and pandas libraries to make a good script to filter and organize data. Dashboards are a way to monitor your business and see all your most important metrics at a glance I am 1 year experienced data analyst. I have used power BI, python ,pandas library and other libraries through multiple projects . Happy to chat with you.



## **Part 3**

# Project Management Process

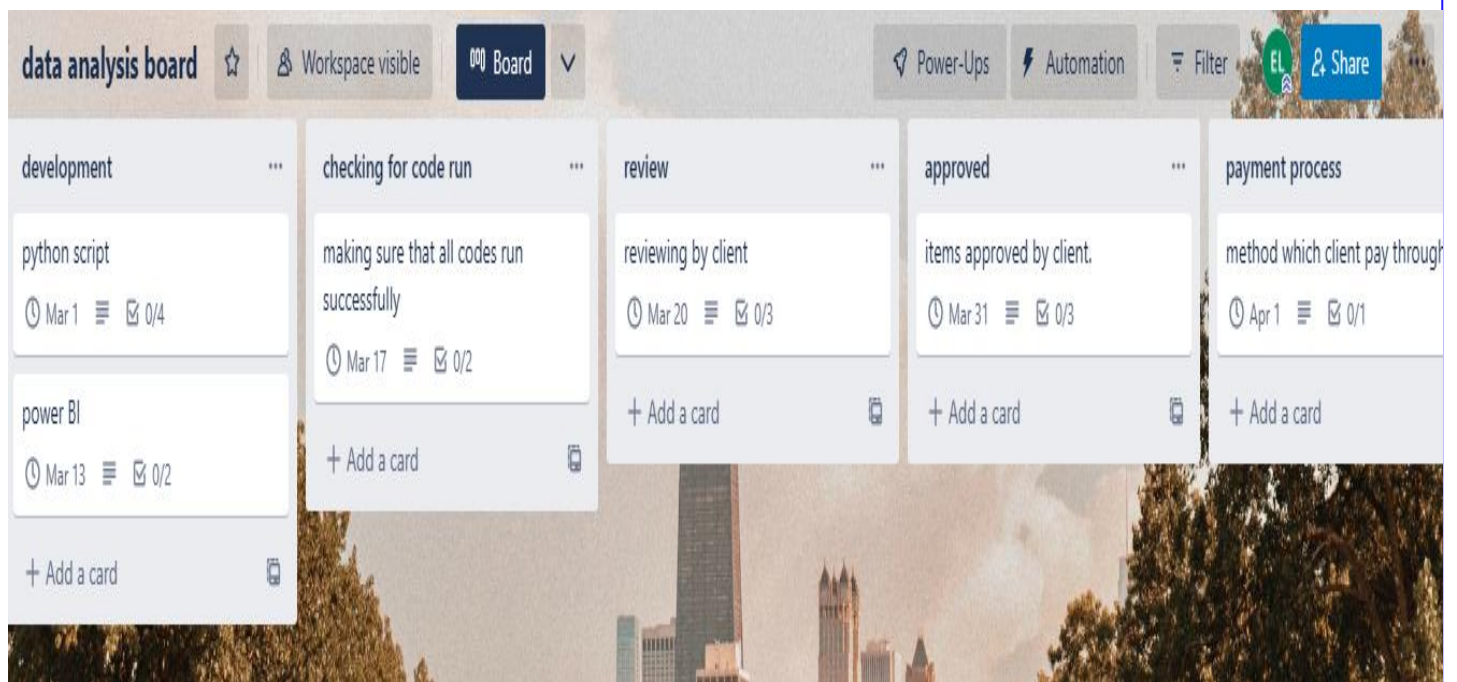
# Trello Board

Please include the following information for your Trello board:

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

[data analysis board | Trello](#)

Include a screenshot of the board below:





## **Part 4**

# Invoice and Payment Options



# Invoice

**Recipient:**

[john]  
[new york city]

**Invoice #:** [258952351]  
**Date issued:** [31/3/2023]  
**Date due:** [1/4/2023]

**Services Rendered (Continue on next page)**

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Python script	Writing codes on editor to filter and organize data use libraries like pandas and numpy	70	90	6300
Power BI dashboard	Runing script on power Bi and loading data then creating dash boards	50	90	4500

**Total Payment Due:** [10800]

**Payment Options:**

-payment through paypal:johon.thom@email.com  
-payment through bank transfer :  
Bank of alahli  
Account number :46544468