

Digital Freelancer: Managing Freelancing Projects



Project: Working with a Mock Client



Part 1

Project Listing

Sample Project Listing #1:

Web Development

Web application development support needed for healthcare application.

Posted 2 hours ago

Hourly: \$35.00 - \$65.00 Based on experience.

Project Time: 3 months, 25 hours a week.

Project Description:

We are a web development company working with a healthcare client looking to connect patients directly with their doctors. We need someone to be able to take PSD mockup files from our designer and convert them into custom code using HTML, CSS, and JavaScript. We have not decided on which JavaScript library to use, but will be open to working with the one you're most familiar with. We have the designs for 10 pages and will need them to be completed in 3 months. We are open to working with all levels of experience, but the pay will be adjusted based on your experience.

Sample Project Listing #2:

Digital Marketing

Email Marketer for Annual Fundraising Event.

Posted 2 days ago

Hourly: \$30.00 - \$40.00.

Project Time: 1 month, 10 - 15 hours a week.

Project Description:

We are looking for someone to create a drip email campaign to help us sell tickets for our annual fundraising event for our non-profit. This would require audience segmentation, custom email creation, and call-to-action development. We are to reach our goal of 700 tickets sold. We haven't decided on the best tool to do this yet and would be open to your recommendations. Serious inquiries only.

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:

Email Marketer for Annual Fundraising Event

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

Expression of Interest:

Hi, I have the honor to help in your project Email Marketer for Annual Fundraising Event for your non-profit

I think I get your point, you need to sell 700 tickets by email campaign

About the audience segmentation will be split into 3 classes (class a, b, and c) will base on Demographics, behavior, interests, and psychographic

About the custom email creation, I will take care of the tone and voice for every class about cta development It will be an important decision for an activity such as buying event tickets I think using this tool hupsbot email marketing will help us to save money, effort and it's a useful tool for every email marketer

I am an email marketing specialist with 4 years of experience, My most recent position was as an email marketing manager at Spinfluence, done a lot of projects in Europe and Asia, I can think creatively to find solutions to my problems, and I joined this field in 2019 since then I am upgrading myself every day

My hourly rate is 30\$ because I am a specialist The advantage that you will have if you choose me with you in the project is I am with you even after I hand over the project to you with after-sales service without any additional cost

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Happy to chat more

Expression of Interest (Own)

Please paste the screenshot of the project listing you found on the freelancer marketplace you wish to respond to below:

Paste screenshot here

Expression of Interest (Own)

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

Expression of Interest:



Part 3

Project Management Process

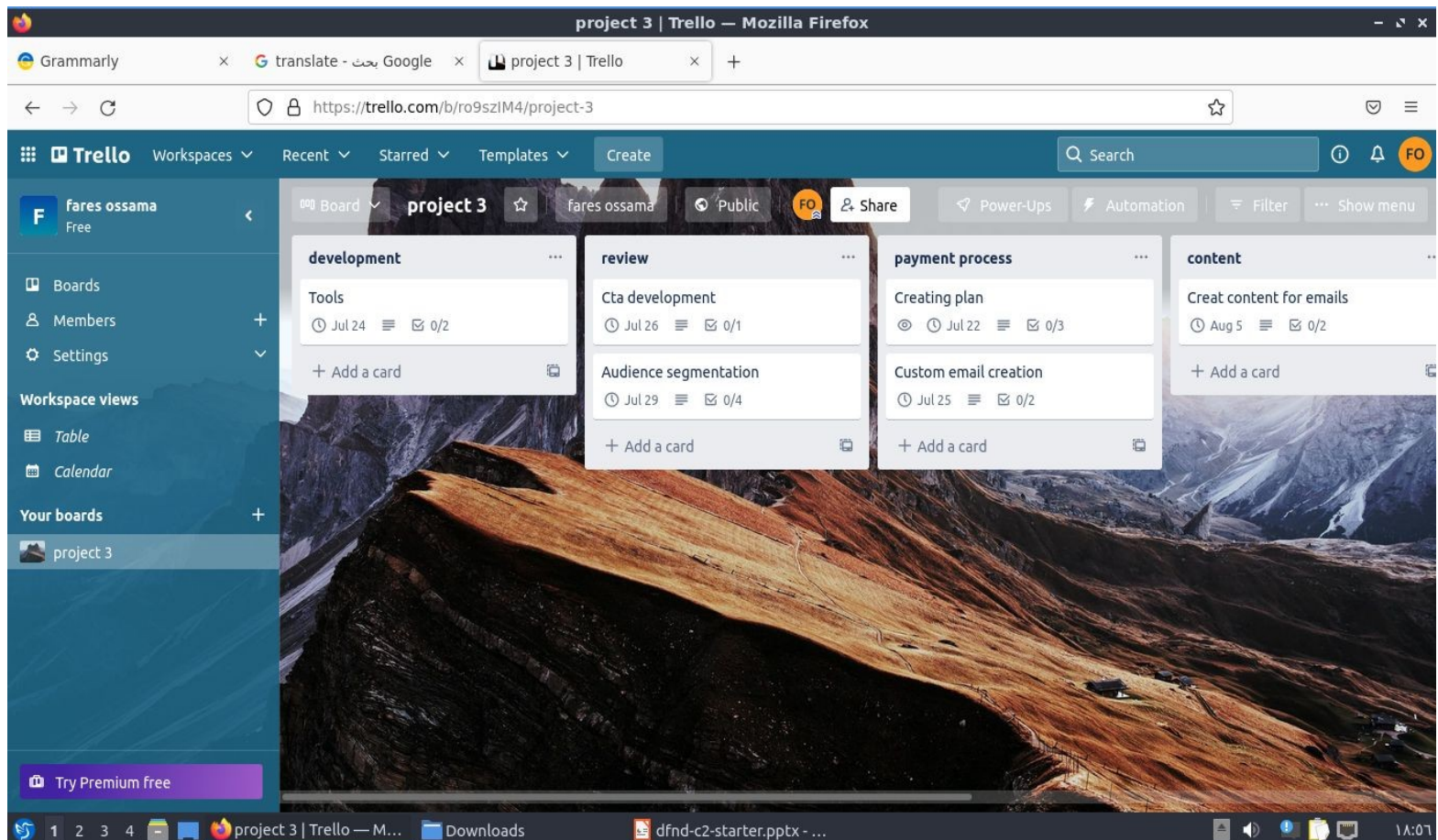
Trello Board

Please include the following information for your Trello board:

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

<https://bit.ly/3PmBdUr>

Include a screenshot of the board below:





Part 4

Invoice and Payment Options

Invoice

Recipient:

[jaguar]

[2951 Paul Wayne Haggerty Road]

Invoice #: [267-705-8179]

Date issued: [20/7/2022]

Date due: [5/8/2022]

Services Rendered (Continue on next page)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
[audience segmentation]	[The target group for this campaign]	[10]	[\$30]	(10) x (30) = [\$300]
[custom email creation]	[The content, the voice and tone that will use in emails]	[11]	[\$30]	(11) x (30) = [\$330]
[Cta development]	[The call to action that's important for our busses]	[9]	[\$30]	(9) x (30) = [\$270]
[Creating plan]	[The marketing plan for email campaign]	[12]	[\$30]	(12) x (30) = [\$360]

Invoice

Services Rendered (continued)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
[Itemized service provided]	[Clear description of service provided, be as specific as possible]	[Amount of hours spent on service]	[\$X]	(Hours spent) x (Amount per hour) = [\$X]
[Itemized service provided]	[Clear description of service provided, be as specific as possible]	[Amount of hours spent on service]	[\$X]	(Hours spent) x (Amount per hour) = [\$X]
[Itemized service provided]	[Clear description of service provided, be as specific as possible]	[Amount of hours spent on service]	[\$X]	(Hours spent) x (Amount per hour) = [\$X]
[Itemized service provided]	[Clear description of service provided, be as specific as possible]	[Amount of hours spent on service]	[\$X]	(Hours spent) x (Amount per hour) = [\$X]

Total Payment Due: [12650\$]

Payment Options:

paypal:faresosama99.mix@emailprovider.com
or visa card

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