

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: Sample Project Listing #3

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

Expression of Interest:

hello Dear,I am Mostafa Mahmoud,a data analyst.
I was so excited to hear your ads about build dashboard for
local insurance company, you need organizing this data and creating a
dashboard also need guidance on how to transfer the data to the tool of
my choice . I feel I'd be a good fit for this position because, I am graduated
from faculty of computer science and artificial intelligence with first highest
in GPA, I am a data analyst with 2 years experience, I deal with like this
data, I worked remotely as data analyst for Geico company, I worked for 40
clients in US and UK, I worked as data analysis for Vodafone company one
years and 8 months for orange, I implement a lot of big projects, so I have
advanced experience, ,I will explore your data and try to ask effective
question useful for you to analysis it , prepare data for analysis by remove
duplicated data and null values and fixed data type that need to fix ,also I
will implement EDA by analysis your data through python as tool, and
create dashboard through create visual by tabblue, finally help you how
transfer the data to the tool of your choice I will concern to allow
dashboard help you filter the data and create reports I will implement your
project with high quality with speed in implementation, after end project
you will recognize a lot of useful information that help you for your
business, and make you differentiate ,I have advanced experience and I can
implement your project faster than other with high quality I wish to work
together a lot. Happy to chat you,'Would you like to get on a quick call later?



Part 3

Project Management Process

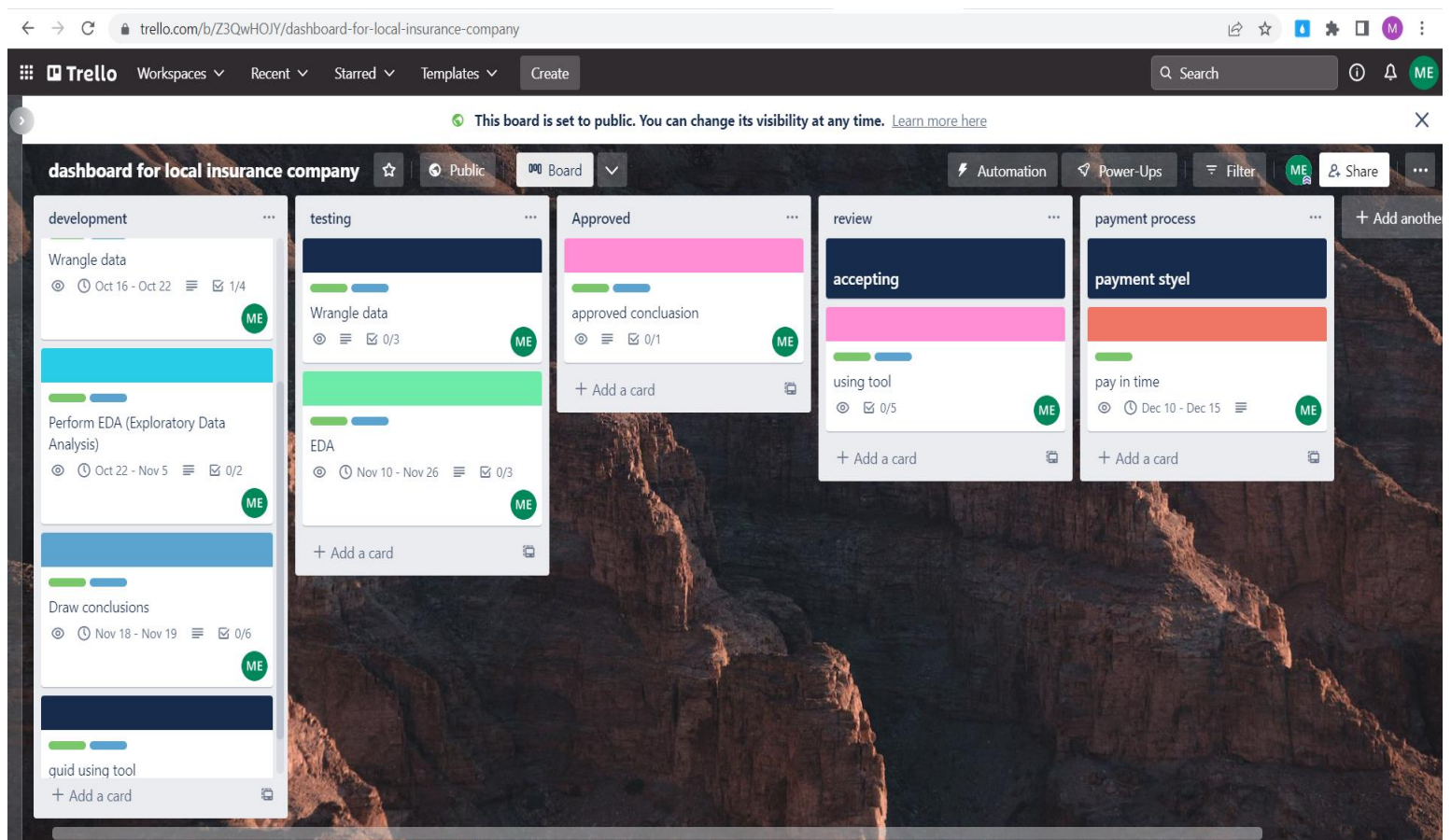
Trello Board

Please include the following information for your Trello board:

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

[<https://trello.com/b/Z3QwHOJY/dashboard-for-local-insurance-company>]

Include a screenshot of the board below:





Part 4

Invoice and Payment Options

Invoice

Recipient:

[Ahmed]

[Nacer city,cairo,egypt]

Invoice #: [656]

Date issued: [15/10/2022]

Date due: [15/12/2022]

Services Rendered (Continue on next page)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
Receive files	I received your files and explore information about your data	1 hours	[\$40]	1*40=\$40
ask question	[After explore information about your data, to ask effective question	4 hours	[\$40]	4*40=\$160
Wrangling data	Clean data from null values and duplicates value, fix data type and prepare data for analysis	5 hours	[\$40]	5*40=\$200
Perform EDA	Using pandas method to deal with data to answer question	6 hours	[\$40]	6*40=\$240

Invoice

Services Rendered (continued)

Service	Description of Work Done	Hours Spent	Amount Per Hour	Total
draw conclusion	Give you report what I reach and write all conclusion	4 hours	[\$40]	4*40=\$160
Using tool	Guidance you on how to transfer the data to the tool of your choice	10 hours	[\$40]	10*40=\$400

Total Payment Due: [1200 \$]
Payment Options:
PayPal account num 7464554
Bank account num 745699465