

Projects & Relevant Pages from *Creating Your Digital Portfolio*

Due Week 2: Organizing & Defining

Projects Due:

Portfolio Checklist and Descriptions

Resume

Planning: Portfolio Checklist and Descriptions

1. Create a list/table of all portfolio projects you intend to present in your website: at least 10
 2. Indicate if the project is Completed, In Progress, or Needs Revisions
 3. Add specific details to In Progress or Need Revisions projects, such as:
 - what specific revisions are required
 - what needs to be done to finish project
 - what was suggested in committee reviews
 4. Define the categories each project falls under:
 - Choose a main category such as: Design or Illustration
 - Choose a secondary category such as: Brochure or Poster
 5. Write descriptions for each project
 6. Organize your projects into one main folder. Then organize them into subfolders. If you have sketch pages, photographs or other materials for the project add them to the folder. They could be very useful additions. You are organizing the project's workable files and the files you have for it that may go on the website.
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Resume:

Resume Tips:

- Simple Black and White printable version
- Consider a Resume webpage that is in Infographic Form for easy online skimming that has a download link to your printable resume
- Content should be interesting and easy to skim
- Think Creative, Simple and Effective

Step 1

- Write your resume in In Design or using a template from Word or Google docs. Add your content, logo and branding.
- Save that as an easily printable version of your resume as a PDF.

Step 2

- Sign up and add resume to LinkedIn.