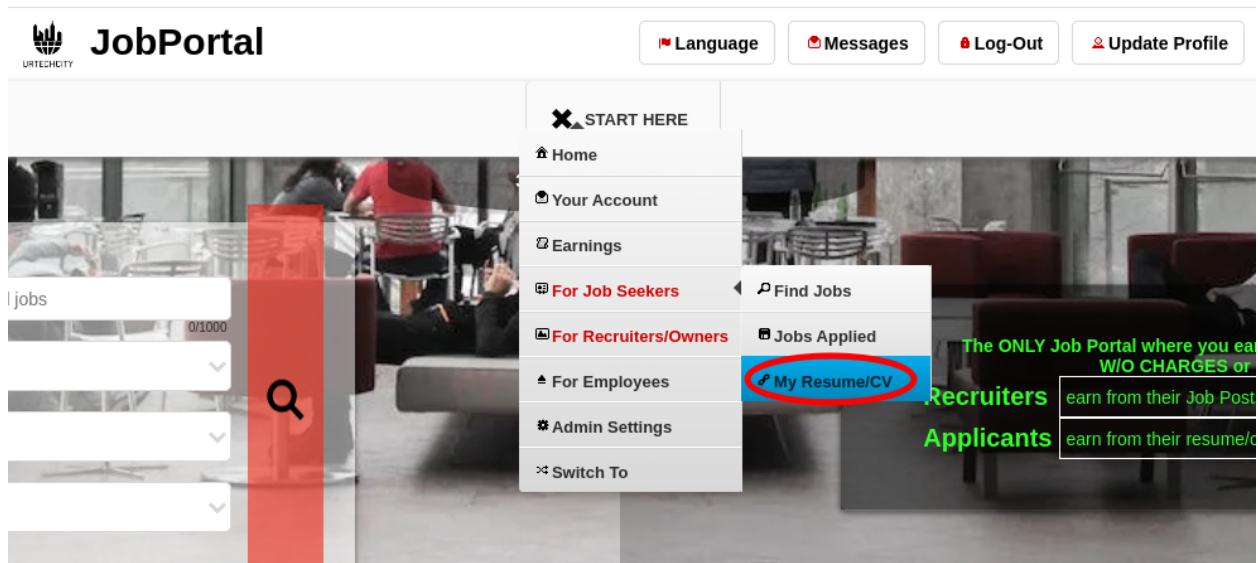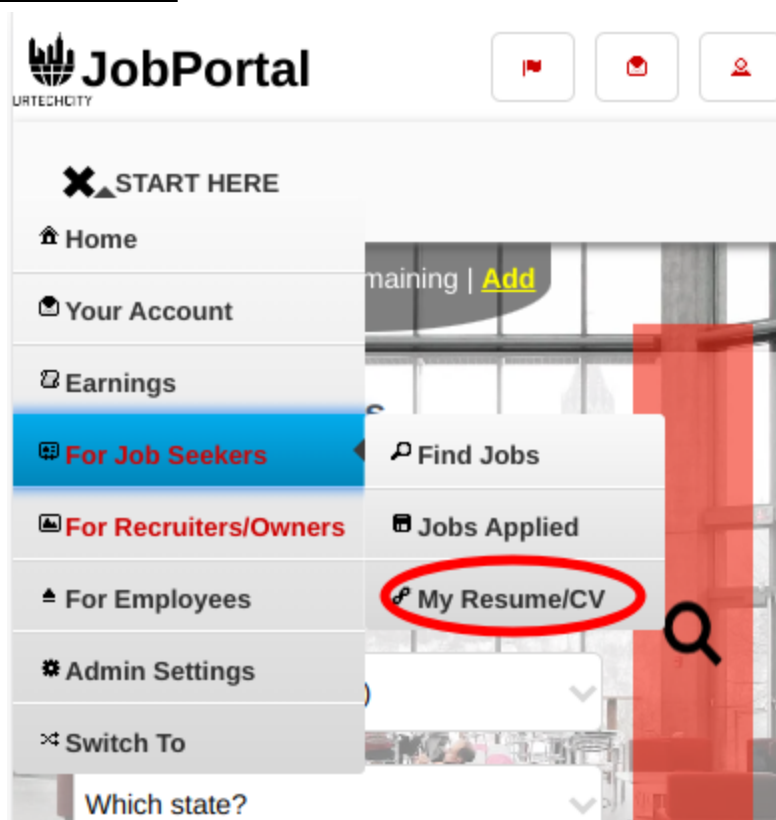1. Click **My Resume/CV** from the menu

    a. <u>**Desktop**</u>

    a. <u>**Mobile Devices**</u>

2. Navigate to the sections as shown below so you can start editing your resume

    a. <u>**Desktop**</u>

Skills:
No Value   Update

Language:
English   Update

Portfolios: Update

Work Experience: Update

Other Credentials: Update

      b. **Mobile Devices**

Skills:
No Value   Update

Language:
English   Update

Portfolios: Update

Work Experience: Update

Other Credentials: Update

3. Scroll down and go to **Skill** Section then click the **Update** button:

      a. **Desktop**

Skills:
No Value   Update

Language:
English   Update

Portfolios: Update

Work Experience: Update

Other Credentials: Update

b. **Mobile Devices**

Skills:
No Value   Update

Language:
English   Update

Portfolios: Update

Work Experience: Update

Other Credentials: Update

4. Updating skills is important because this is the main thing the employers want to see first if you can do the job they want you to do. Please take note of the below:
   - **Add** button adds new skills
   - **Edit** button updates/changes existing skills
   - **Delete** button deletes existing skills
   - **Search** option search up your existing skills
   - **Clear** button remove existing search
   - **My Resume/CV** button will get you back to your overall resume preview

   a. **Desktop**

Skills

+ Read me first(click to show/hide information which can guide you in this area)

Skill Name ↕	Rate ↕	Add
		Clear
🔍 0/100		Search
		My Resume/CV
1. AJAX	7	☰ Edit Delete
2. Android Studio	6	

b. Mobile Devices

Skills

+ Read me first(click to show/hide information which can guide you in this area)

Skill Name ↕	Add
	Clear
🔍 0/100	Search
	My Resume/CV
1. AJAX Rate: 7	☰ Edit Delete
2. Android Studio Rate: 6	☰
3. ASP.net	

5. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
   - Fill-in all the entries then click the **Ok** button to save the changes made then click **My Resume/CV** button to go back.

   ### a. Desktop

Job Portal - Skills

Skill Name*

Android Studio

14/100

Rate*

6

1/2 1-10

Cancel   Ok

Mobile Devices

Job Portal - Skills

Skill Name*

Android Studio

14/100

Rate*

6

1/2 1-10

Cancel   Ok

6. At **My Resume/CV** page, scroll down and go to **Language** Section then click the **Update** button:

     a.   **Desktop**

Skills:
AJAX, Android Studio, ASP.net, ASP.Net MVC Razor, C#, Entity Framework, Facebook API, Google Map API, HTML, HTML5, JAVASCRIPT, JQuery, JQuery Mobile, Jquery UI, Lambda, LINQ, Microsoft SQL Server, MongoDB, MVC, Node JS, React JS, Redux, Twitter API, Unity3D, WEB API 2

Update

Language:
English, ภาษาไทย, Tagalog

Update

Portfolios:

1. Job Portal - UrTechCitv Website

Update

     b.   **Mobile Devices**

7. Updating language is important because this is where employers can know which customers or colleagues you can communicate with. This is also important for translators and teachers. Please take note of the below:
   - **Add** button adds new language
   - **Edit** button updates existing language
   - **Delete** button deletes existing language
   - **My Resume/CV** button will get you back to your overall resume preview

   Desktop

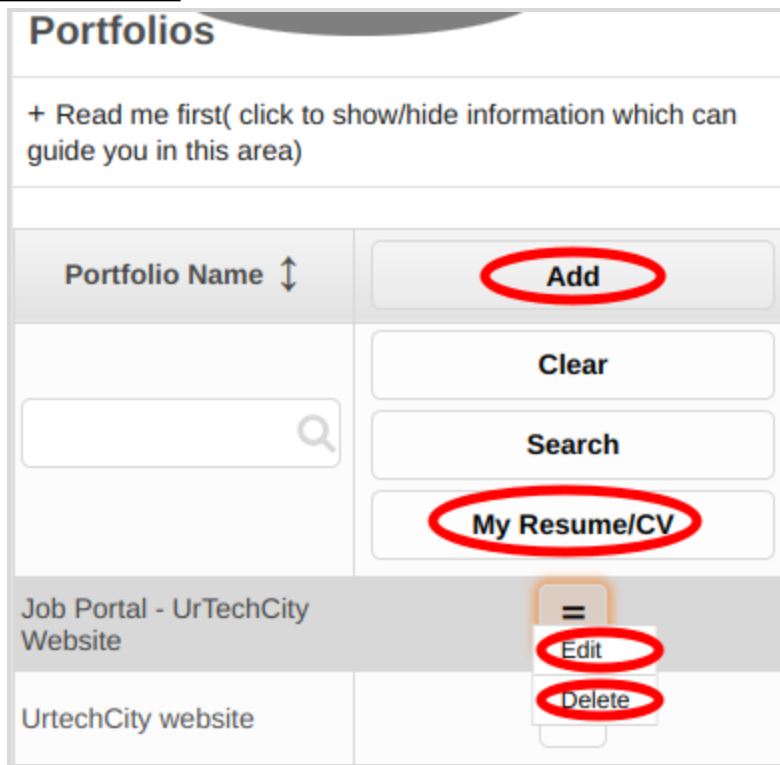**Mobile Devices**

8. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
   - Fill-in all the entries then click the **Ok** button to save the changes made then click **My Resume/CV** button to go back.

   b. Desktop

   Mobile Devices

9. At **My Resume/CV** page, scroll down and go to **Portfolios** Section then click the **Update** button:

    a. **Desktop**

    b. **Mobile Devices**

10. Updating portfolios is important because this is where employers can see any proof of your projects and skills. Please take note of the below:
   - **Add** button adds new portfolios
   - **Edit** button adds existing portfolios
   - **Delete** button deletes existing portfolios
   - **My Resume/CV** button will get you back to your overall resume preview

    a. **Desktop**

359 Points Remaining | Add

Portfolios

+ Read me first(click to show/hide information which can guide you in this area)

Portfolio Name ↕	Add
	Clear
🔍	Search
	My Resume/CV
Job Portal - UrTechCity Website	= Edit
UrtechCity website	Delete

b. Mobile Devices

Portfolios

+ Read me first(click to show/hide information which can guide you in this area)

Portfolio Name ↕	Add
	Clear
🔍	Search
	My Resume/CV
Job Portal - UrTechCity Website	= Edit
UrtechCity website	Delete

11. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
   - Fill-in all the entries then click the **Save** button to save the changes made then click **My Resume/CV** button to go back.

a. Desktop

Portfolio Name*

Job Portal - UrTechCity Website

31/100

Details*

| File | Edit | View | Insert | Format | Tools | Table | Help |

Paragraph ▾ **B** *I* ✎ ▾ •••

This website is used to search any types of jobs and also you can attach any documents proving your **particulars**

p   Press Alt+0 for help   20 words ⊘ tiny

135/1000

Attachments or Supporting Information*

Video ▾ **Add**

HTTPS

Back   **Save**

b. **Mobile Devices**

Portfolios

+ Read me first(click to show/hide information which can guide you in this area)

Portfolio Name*

Job Portal - UrTechCity Website

31/100

Details*

▶   ↶   ↷   Paragra

This website is used to search any types of jobs and also you can attach any documents proving your **particulars**

p   20 words   ⊘ tiny

135/1000

Attachments or Supporting Information*

Video ⌄   **Add**

HTTPS ≡

Back   Save

12. At **My Resume/CV** page, scroll down and go to **Work Experience** Section then click the **Update** button:

a. **Desktop**

359 Points Remaining | **Add**

This website is a company website that shows services and products that is offered by the company. It also shows information about the company

HTTP ≡   JPEG ≡

Work Experience: **Update**

1. Software Architect

Company:
Eon Reality Pte Ltd

Address:
Singapore

Date Started:
06-Feb-2018

Date Ended:
13-Dec-2028

Details:

Mobile App
Website

b. Mobile Devices

13. Updating work experience is important because this is where employers can see that you did work from others in the past and have already did skill enhancement with them. Please take note of the below:
    - **Add** button adds new work experience
    - **Edit** button adds existing work experience
    - **Delete** button deletes existing work experience
    - **My Resume/CV** button will get you back to your overall resume preview

a. Desktop

b. Mobile Devices

14. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
    - Fill-in all the entries then click the **Save** button to save the changes made then click **My Resume/CV** button to go back.

    a. **Desktop**

Work Experience

+ Read me first(click to show/hide information which can guide you in this area)

Company*

Eon Reality Pte Ltd

19/100

Position*

Software Architect

18/100

Date Started*

02/06/2018

Date Ended

12/13/2028

Address*

Singapore

9/100

Details*

File   Edit   View   Insert   Format   Tools   Table   Help

Paragraph   B   I

Mobile App
Website

AVR-portal is a site where users can manage/organize/maintain AR and VR contents that can be seen in the app. Creator AVR is an app used to view AR and VR contents for educational purposes.

Responsibilities: Created the whole avr-portal from front to back. Continously develop the Creator AVR app from front to back. Responsible on all apps database and servers. Suggests solutions/techniques to problems encountered Bug fixing, helps colleagues on which approach is better.

Environment: ASP.net, C#.net, MVC Razor, HTML5, Android Studio, SQL Server, Javascript, Jquery, LINQ, LAMBDA, bootstrap

p   Press Alt+0 for help   96 words   ⊗ tiny

806/2000

Back   Save

b. **Mobile Devices**

359 Points Remaining | Add

Company*

Eon Reality Pte Ltd

19/100

Position*

Software Architect ⓘ

18/100

Date Started*

02/06/2018 🗓

Date Ended

12/13/2028 🗓

Address* 🔍

Singapore

9/100

Details*

▶ ↶ ↷ Paragra

[Mobile App](#)
[Website](#)

AVR-portal is a site where users can
manage/organize/maintain AR and VR contents
that can be seen in the app. Creator AVR is an app
used to view AR and VR contents for educational
purposes.

p 96 words ⊘ **tiny**

806/2000

Back Save

15. At **My Resume/CV** page, scroll down and go to **Other Credentials** Section then click
the **Update** button:

        a. **Desktop**

Other Credentials: Update

1. MCTS

Credential Type:
Certificates
Date Taken:

b. Mobile Devices

Other Credentials:

Update

1. MCTS

Credential Type:
Certificates

Date Taken:
07-Jul-2008

Microsoft Certified Technical Specialists

16. Updating **Other Credentials** is important because this is where employers can see that you are certified on your skills. Please take note of the below:
    - **Add** button
    - adds new certificates or licenses
    - **Edit** button adds existing certificates or licenses
    - **Delete** button deletes existing certificates or licenses
    - **My Resume/CV** button will get you back to your overall resume preview
    ### a. Desktop

Other Credentials

999 Points Remaining | Add

+ Read me first(click to show/hide information which can guide you in this area)

Name ↕	Date Taken ↕	Credential Type ↕	
			Add
			Clear
🔍			**Search**
			My Resume/CV
MCTS	07-Jul-2008	Certificates	☰ Edit
MCP	11-Aug-2008	Certificates	Delete

b. Mobile Devices

17. Once you click the **Add** or **Edit** Button, it will take you to this page. Please take note of the below:
   - Fill-in all the entries then click the **Ok** button to save the changes made then click **My Resume/CV** button to go back.
   - Here you can add your resume by adding document attachments

   a. **Desktop**

Other Credentials

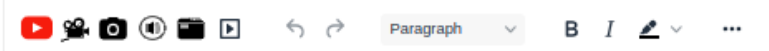+ Read me first(click to show/hide information which can guide you in this area)

Name*

MCTS

4/100

Credential Type*

Certificates

Details*

File   Edit   View   Insert   Format   Tools   Table   Help

Paragraph   B   I   ...

Microsoft Certified Technical Specialists

p   Press Alt+0 for help   4 words tiny

05/1000

Date Taken*

07/07/2008

Attachments or Supporting Information*

Video   Add

PDF

Back   Save

       b.   **Mobile Devices**

359 Points Remaining | Add

4/100

Credential Type*

Certificates

Details*

▶ ↶ ↷ Paragraph

Microsoft Certified Technical Specialists

p

4 words

tiny

65/1000

Date Taken*

07/07/2008

Attachments or Supporting Information*

Video

Add

PDF

Back Save

18. At **My Resume/CV** page, scroll down and go to **Overview** Section then click the **Update Job Profile** button:

    a.   **Desktop**

b. Mobile devices

19. It will take you to this page. Please take note of the below:
    - Fill-in all the entries then click the **Save** button to save the changes made then click **My Resume/CV** button to go back.
    - In this section, you can upload your resume document or pdf, diploma, proof of identity or identification card (ID), transcripts, and work permit. These attachments are only viewable by recruiters
    a. Desktop

Job Profile

+ Read me first(click to show/hide information which can guide you in this area)

User ID

Job Title*

0/100

Overview*

0/2000

Health Condition If Any

0/100

Hourly Rate   Daily Rate

0/10   0/10

Weekly Rate   Monthly Rate

0/10   0/10

Level

None

You can upload your cover letter, credentials, valid identification, or work permits here.
You can also upload you resume if you do not want to fill it in our website

Document   Add

My Resume/CV   Save

b. **Mobile Devices**

50 Points Remaining | **Add**

0/2000

Health Condition If Any

0/100

Level

None

Hourly Rate

0/10

Daily Rate

0/10

Weekly Rate

0/10

Monthly Rate

0/10

You can upload your cover letter, credentials, valid identification, or work permits here. You can also upload you resume if you do not want to fill it in our website

Document   **Add**

My Resume/CV   Save

20. At **My Resume/CV** page, go to the **Education** section to add your educational background. Click the **Update** button on that section
    a. **Desktop**

Education:

1. AMA Computer University

Course:
BS Computer Science
Date Started:
05-May-1998

NA

b. **Mobile Devices**

Other Credentials:	Update
Education:	Update

21. Updating **Education** is important because this is where employers can see what are your educational background and degrees that can qualify you for their job. Please take note of the below:
   - **Add** button
   - adds new Educational attainment
   - **Edit** button adds existing Educational Attainment
   - **Delete** button deletes existing Educational Attainment
   - **My Resume/CV** button will get you back to your overall resume preview

a. **Desktop**

599 Points Remaining | Add

Education

+ Read me first(click to show/hide information which can guide you in this area)

School ↕	Course ↕	Date Started ↕	Date Ended ↕	Add
🔍				Clear
				Search
				My Resume/CV
AMA Computer University	BS Computer Science	05-May-1998	15-Dec-2001	= Edit Delete

   b. **Mobile devices**

22. It will take you to this page. Please take note of the below:
   -   Fill-in all the entries then click the **Save** button to save the changes made then
       click **My Resume/CV** button to go back.

   a. **Desktop**

School*

AMA Computer University

23/100

Level*

Bachelor Degree

Details*

File   Edit   View   Insert   Format   Tools   Table   Help

Paragraph   B   I

NA

p   Press Alt+0 for help   1 words   tiny

0/2000

Course*

BS Computer Science   Back   Save

b. Mobile Devices

359 Points Remaining | Add

Education

+ Read me first(click to show/hide information which can guide you in this area)

School ↕	Add
	Clear
🔍	Search
	My Resume/CV
AMA Computer University	= Edit Delete

23. Once you finish creating your resume, now you can start earning from it by sharing it to recruiters. Please remember that you should share the link from our website, rather than sending them the document or pdf file of your resume/cv. Just hover/click from the context menu and click the **Share** button. This will copy the url link of your resume from our website. Now you can send it by pasting it on the recruiter's email, sms, or any chat/social apps. The reason why you share the urls instead of your resume/cv file is that the url contains Google Adsense Ads in which you earn every time a recruiter views your resume/cv from our website

    a. **Desktop**

≡ Do you want to?
Share
Send
Suggestion

Master Michael Agcaoili

Passionate in Developing Software

Update Job Profile

Address: 4209 Rockside Hills Drive, North Carolina
Level: Expert
Hourly Rate: 40.00
Daily Rate: 400.00

b. Mobile Devices