The Process of Creating a Digital Portfolio

Gabriella Catherines

Abstract

This is a project done for my digital portfolio class with Dr.Farkas. The purpose of this project is to create a digital portfolio, a space for the works I have created over the last four years and display them to potential employers. This portfolio is an extension of my resume. My resume already has my experiences and achievements, this portfolio will allow potential employers to sample my work and get to know my style further than one piece of paper. The works displayed consist of eight samples I have selected that I think showcase some of my best work. I tried to pick works from all areas of writing that showcase how I can be versatile with my writing. With the goal of my portfolio, I picked several papers, poems, short stories, and letters. In addition to my eight samples, different pages help showcase me. The first is a home page, where I will welcome viewers. The next is an about me page, employers can understand where I am and how I got there as well as display an image of myself. The next page will be a contact page, this is where there will be my contact information as well as my resume. Lastly will be the page with all my samples that have been separated into categories for easy access. I hope potential employers can get a sense of my personality and writing ability through my work. In addition to my benefits from this project, I hope this project can inspire other English students to create their digital portfolios. By seeing my process, it shows how easy it can be as well as the benefits of completing one for their future.

The purpose of my project is to show the steps and my process of creating a digital portfolio. I would also like to show why a digital portfolio is important and what benefits you can gain from having one. I created this digital portfolio as an extension of my resume. Writing can be a competitive field, but this portfolio allows me to showcase my work to potential employers and help me self-brand and stand out from competitors in my field. Viewers of my site will be able to get a better sense of who I am through my about me page as well as view samples of my work and see what I am capable of.

The first step in creating a portfolio is picking a web space to work with. I am challenged by technology, so I needed a webspace that was easy to navigate. I found the best web space for me was Weebly. This site allowed me to organize my work and present it in an aesthetically pleasing way as well as make all my work accessible to viewers. When setting up my portfolio the number one thing I wanted to make sure I had was a clean look that was easily

accessible. Hick laws say that people take longer to decide and are more conflicted when they are faced with more choices. To avoid this, we limit the viewer's choices as well as limit distractions with images or crazy fonts. The focus is then on the samples and the about me page where viewers can connect with you and your work.

After I picked my web space the next step was picking my samples. Samples should be recent examples of your work, typically written within the last 4-5 years. I wanted my samples to show a variety of my skills. The samples are works I consider my best quality. Not only do I showcase my abilities, but I also showcase my creativity. In addition to samples, there are three other key components to consider for the portfolio. The other three components are the home page, about me page, and resume/contact page.

The home page of the portfolio is the first page the viewers look at. Along with it being the first page, it's the most viewed page of any site. With that being the first page, it must make a positive impactful impression. You want your home page to be welcoming. I started with a simple message about my portfolio and why I made it as well as asked them to explore my site more. In addition to this, I put my name larger on the top to help self-brand myself, that this is my site. Also on the home page, you want a clear indication of where the other tabs are and have hyperlinks set up to them so viewers can get to your other pages easily.

After the home page comes the about me page. This page is where the viewer can get to know you and connect on a deeper level than your resume. I talked about the challenges I faced with learning how to read and how I never thought I could be a writer even though I enjoyed it. The next page is the contact page. This page is where you include in your resume. This is important as it has your contact information for potential employers to contact you. This is also the time to show you hard and soft skills. As well as showcase your experience and achievements. Throughout completing these key components, I was going through a revision process with everything. I participated in peer review as well as professor critique.

Once all these steps have been completed the result is a completed digital portfolio. I will use mine to show potential employers my abilities and creativity. Through this process, I have learned how valuable this digital portfolio is and how to create a successful one. I think this portfolio helps me stand out from other writers as well as organize my work for easy access. I think everyone should make one to help present themselves and their works.