

## SAMPLE PORTFOLIO WORKSHEET

(Example of a completed form.)

	Experience	Description of Duties (What I did)	Skills/Competencies (What I had to know)	Analysis of Learning (What I learned)	Documentation (How is this verified?)
Employment experience (Use this for work experience credit)	2008-2012 Administrative Assistant position, ABC Company, Inc. 124 E. Main Street Tampa, Florida 52230	<ul style="list-style-type: none"> <li>• Maintained inventory control of publications</li> <li>• Correspond with clients</li> <li>• Wrote a copy for press</li> <li>• Prepared monthly budget</li> <li>• Supervised clerical staff</li> </ul>	<ul style="list-style-type: none"> <li>• Organizational procedures</li> <li>• Problem solving</li> <li>• How to write letters and memos</li> <li>• How to prepare new copy</li> <li>• How to set up account books</li> <li>• How to deal with difficult personnel issues</li> </ul>	<ul style="list-style-type: none"> <li>• How to develop inventory control</li> <li>• How to write more effectively</li> <li>• Public relations</li> <li>• How to monitor accounts</li> <li>• Personnel policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Office job description from employer</li> <li>• Letter from supervisor</li> <li>• Resume</li> <li>• Documentation of past work (copy of a budget, letters written)</li> <li>• Any documentation of training taken place at work</li> </ul>
	2012-Present Elected Board Treasurer	<ul style="list-style-type: none"> <li>• Prepared budget proposals for Board</li> <li>• Reviewed expenditures of school district</li> <li>• Worked with state auditors</li> <li>• Prepared budget statements for district newsletter</li> <li>• Gave public presentations of annual budge report</li> </ul>	<ul style="list-style-type: none"> <li>• Thorough knowledge of state and local budget</li> <li>• How to explain budget and provide necessary information</li> <li>• How to write professionally</li> <li>• How to speak professionally</li> </ul>	<ul style="list-style-type: none"> <li>• Budgeting for \$5 million annual budget</li> <li>• Prudent fiscal management</li> <li>• Professional writing procedures</li> <li>• How to be persuasive</li> <li>• Improvement of public speaking</li> <li>• Public relations</li> </ul>	<ul style="list-style-type: none"> <li>• Examples of professional writing</li> <li>• Examples of prepared budgets</li> <li>• Video or documentation of presentations made</li> </ul>

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Education: Non-Credit courses, training, licensure and seminars (Use for non-credit to credit conversion. Be sure to match to Kirkwood credit competencies)	Stress Management Workshop Kirkwood Continuing Education			<ul style="list-style-type: none"> <li>• Effective breathing exercises</li> <li>• How to decrease burn out</li> </ul>	<ul style="list-style-type: none"> <li>• Certificate from course – earned 2.5 CEUs</li> <li>• Registration form</li> </ul>
Volunteer Experience/ Other (Use for experiential learning, life experience, work, portfolio, etc)	2002-2007 GRRAND (Golden Retriever Rescue and Adoption of Needy Dogs)	<ul style="list-style-type: none"> <li>• Home visits</li> <li>• Coordinated follow up calls</li> </ul>	<ul style="list-style-type: none"> <li>• How to explain policies and procedures very clearly</li> </ul>	<ul style="list-style-type: none"> <li>• Public speaking</li> <li>• How to lead other volunteers effectively</li> </ul>	<ul style="list-style-type: none"> <li>• Pictures from events</li> <li>• Information given out at home visits</li> <li>• Letter of reference from volunteer supervisor</li> </ul>
	Volunteer vacation to Australia	<ul style="list-style-type: none"> <li>• Lived on conservation property</li> <li>• Worked throughout property (feeding animals, planting trees, etc.)</li> </ul>	<ul style="list-style-type: none"> <li>• How to live/work with different cultures</li> </ul>	<ul style="list-style-type: none"> <li>• Ecological concerns in foreign countries</li> </ul>	<ul style="list-style-type: none"> <li>• Acceptance letter</li> <li>• Pictures</li> <li>• Itinerary</li> </ul>

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(May use multiple sheets to fully document competencies)

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