

WORK SUMMARY

SEPTEMBER 2018



ACCOMPLISHMENTS

In a month, we are glad to report that we have accomplished for you the following:

- Regular website maintenance
- Created a new article and posted it for the blog
- Created several Banners for different promos
- Social Media Posts
- Marketplace Maintenance

TASK SUMMARY – APPROX

Date	AOC Team Member	Skill Set	Task	Time
9/3/2018	Aldfrei Y.	UX/Graphic Designer	Blog Banner	00:20
9/4/2018	Aldfrei Y.	UX/Graphic Designer	Adding drop down menu	00:14
9/6/2018	Edwin L.	UX/Graphic Designer	Editing website theme	00:16
9/7/2018	Aldfrei Y.	UX/Graphic Designer	Layouting blog covers	00:06
9/11/2018	Aldfrei Y.	UX/Graphic Designer	April Shower Filter Blowout	00:13
9/12/2018	Edwin L.	UX/Graphic Designer	Layouting banner	00:19
9/13/2018	Edwin L.	UX/Graphic Designer	Layouting shopping cart page	00:17
9/17/2018	Edwin L.	UX/Graphic Designer	Layouting product page	00:24
9/18/2018	Aldfrei Y.	UX/Graphic Designer	Resizing banners to social media images	00:16
9/19/2018	Edwin L.	UX/Graphic Designer	Revising product image	00:19
9/20/2018	Aldfrei Y..	UX/Graphic Designer	Creating social media banners	00:10
9/25/2018	Aldfrei Y.	UX/Graphic Designer	Header Revision	00:15
9/26/2018	Edwin L.	UX/Graphic Designer	Layouting blog page	00:12
9/28/2018	Edwin L.	UX/Graphic Designer	Revising banners	00:04
Total				03:25

Date	AOC Team Member	Skill Set	Task	Time
9/4/2018	Roeland T.	Developer/Programmer	Backup Site	00:25
9/5/2018	Roeland T.	Developer/Programmer	Checking website glitches	00:22
9/6/2018	Diana R.	Developer/Programmer	Add another blog	00:07
9/7/2018	Roeland T.	Developer/Programmer	Change contacts page meta tags	00:06
9/12/2018	Jaybee R.	Developer/Programmer	Adding products on daily deal	00:25
9/13/2018	Jaybee R.	Developer/Programmer	Revise listing	00:43
9/17/2018	Diana R.	Developer/Programmer	Change banner	00:06
9/18/2018	Roeland T.	Developer/Programmer	Update Banners	00:49
9/19/2018	Diana R.	Developer/Programmer	Add website voice to blog	00:25
9/20/2018	Roeland T.	Developer/Programmer	Debugging script.	00:45
9/21/2018	Roeland T.	Developer/Programmer	Revise listing	00:07
9/25/2018	Jaybee R.	Developer/Programmer	Fixing mobile view category landing page	00:37
9/27/2018	Jaybee R.	Developer/Programmer	Fixing server	00:25
9/28/2018	Jaybee R.	Developer/Programmer	Upload subtitle	00:15
Total				05:37

Date	AOC Team Member	Skill Set	Task	Time
9/7/2018	Vianca R.	Project/Team Manager	Checking assigning discussing updating tasks	0:38
9/14/2018	Vianca R.	Project/Team Manager	Checking articles	0:25
9/21/2018	Vianca R.	Project/Team Manager	Work summary	0:17
9/28/2018	Vianca R.	Project/Team Manager	Site checking	0:18
Total				01:38

**Thank you for
working with us.**



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