



A STEP-BY-STEP GUIDE TO

Making Your First Million Naira Online Without Any Startup
Cost Using Upwork.

2k COURSES





Who is this course for?

- People who want to earn online, working from the comfort of their homes
- People who want to earn in USD
- People who have digital skills
- People who want to start making money on upwork
- People who have an upwork account but don't know what next to do.

Fig. 2.1

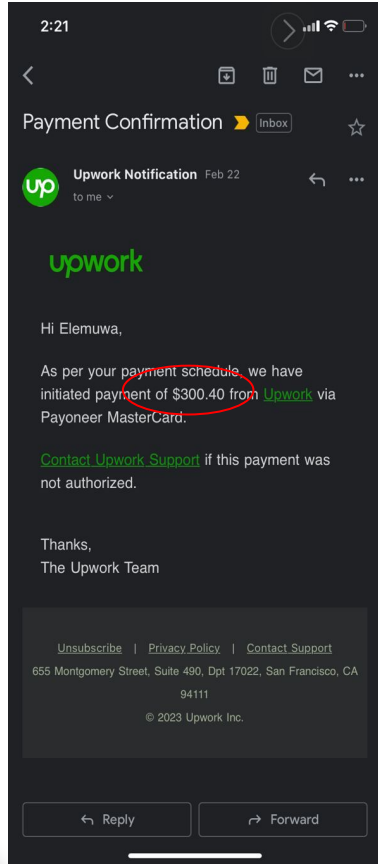


Fig. 3.1

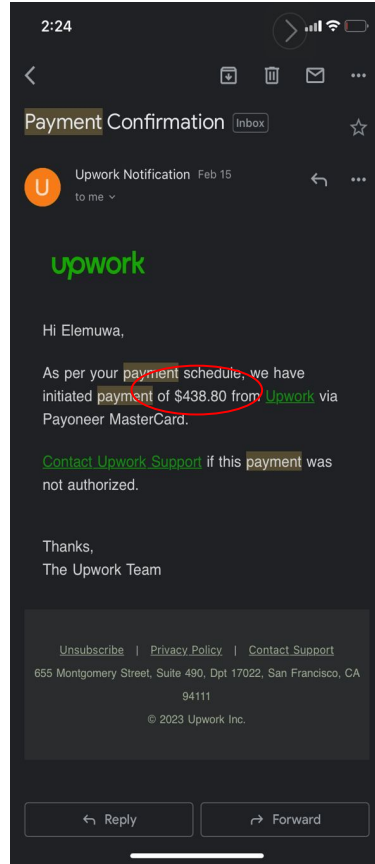


Fig. 3.2

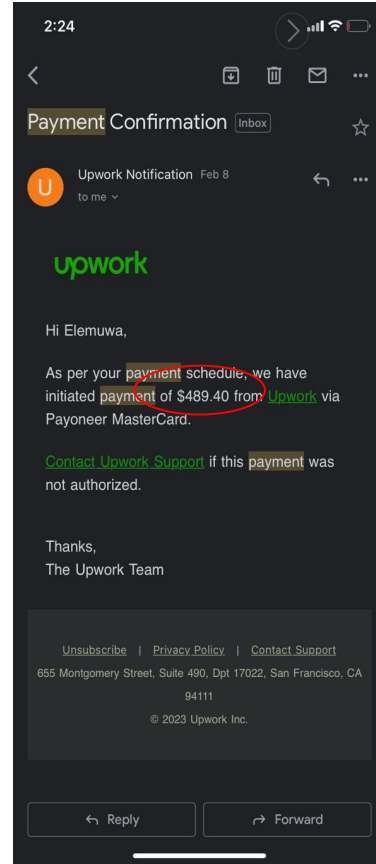


Fig. 3.3

2:28 upwork.com

Content creation for Meta ads	-	\$78.00
Content creation Meta ads	-	\$78.00
Meta marketing content creation	-	\$78.00
Total for Fri, Feb 10, 2023	-	\$234.00
Sat, Feb 11, 2023		
Meta content creation	-	\$78.00
Meta content creation marketing	-	\$78.00
Total for Sat, Feb 11, 2023	-	\$156.00
Fri, Feb 17, 2023		
Meta content creation marketing	-	\$180.00
Total for Fri, Feb 17, 2023	-	\$180.00
Mon, Feb 20, 2023		
Meta in depth content creation	-	\$180.00
Total for Mon, Feb 20, 2023	-	\$180.00
Total	-	\$2,198.00

← → + [3] ⋮

Fig. 3.4

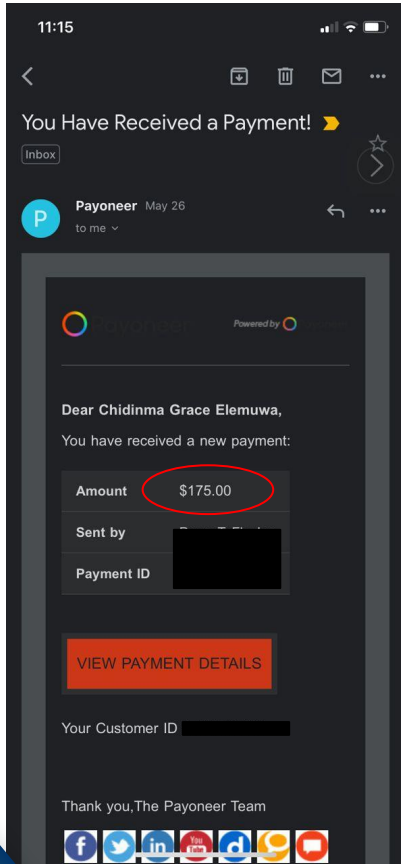


Fig. 4.1

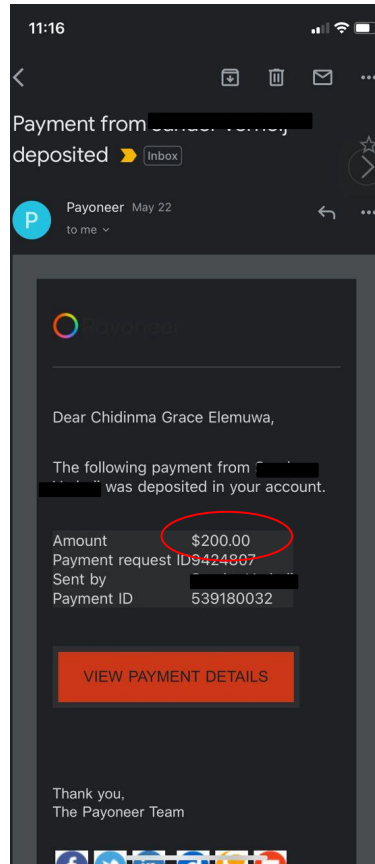


Fig.4.2

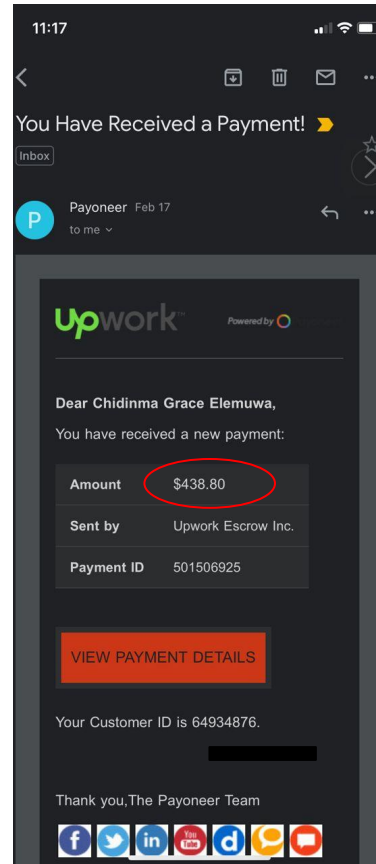


Fig. 4.3

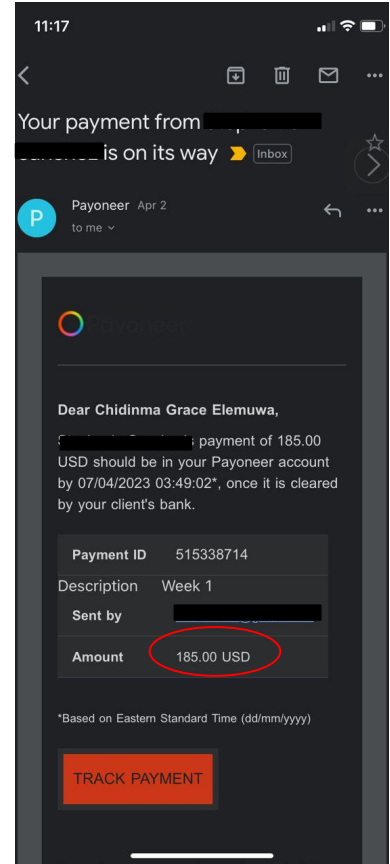


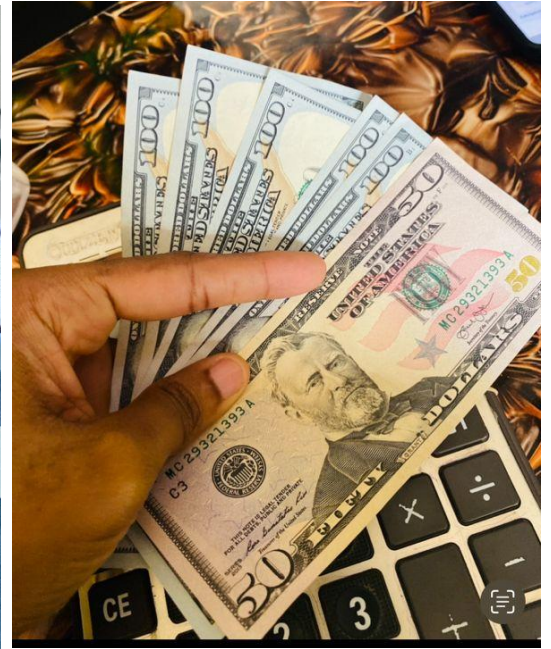
Fig. 4.4




Fig. 5.1



Fig. 5.2



6 things needed for this course


- Laptop / Tablet / Phone
 - Stable internet connection
 - Determination
 - Willingness to learn
 - Positive mindset
 - Consistency
- 

What is UpWork?

Upwork is an online platform that connects freelancers and clients who need work done. It allows businesses and individuals to hire and collaborate with talented professionals from all around the world on a project basis. Upwork offers a range of job categories, including writing, design, programming, marketing, and customer support.



4 Things Responsible for Rejection of an Upwork Bid

- Portfolio
 - Proposal
 - Communication
 - Responsiveness
- 

Upwork Profile Comprises OF...

- Profile photo: A professional headshot that represents you and your brand.
- Title: A concise and descriptive statement that highlights your skills and experience.
- Overview: A brief summary of your expertise, experience, and what you offer to clients.
- Skills: A list of your relevant skills that clients can search for.
- Employment history: A list of your work history and projects that demonstrate your skills and experience.
- Education and certifications: Information about your education and any certifications you may have.
- Portfolio: A collection of work samples that showcase your skills and expertise.
- Availability: Your availability to take on new projects, including your hourly rate and weekly availability.
- Feedback and reviews: Feedback and reviews from past clients, which provide social proof of your skills and professionalism.
- Additional information: Any other information that you feel is relevant to your profile, such as languages spoken or additional services offered.

By completing each of these sections, you can create a comprehensive and attractive Upwork profile that showcases your skills and experience and makes you stand out to potential clients.

01 Upwork Profile

Creating your basic Upwork profile



- Completing the profile basics is important for creating a professional impression on potential clients.
- Your profile photo should be a high-quality headshot that conveys your professionalism and friendly demeanor.
- Your title should be concise and highlight your skills and experience.
- In the overview section, you should provide a brief description of your expertise, experience, and what makes you stand out from other freelancers.
- Make sure you use clear and concise language and avoid typos or grammatical errors

Example of a good profile picture



Fig. 11.1



Fig. 11.2

Title & Overview

Optimize for Search



Your title and an overview are two key sections that introduce who you are and what you offer as a freelancer.

A title is a short, one-line description of your profession or area of expertise. It is the first thing that clients see when they visit your profile, so it should be clear and concise, while also highlighting your skills and experience.

For example, a web developer might use the title "Experienced Front-End Developer" or "Full-Stack Developer with 5+ Years of Experience."

Your Overview

The overview section is a brief summary of your skills, experience, and what you can offer to clients. It should be written in a clear, concise, and engaging style, highlighting your unique selling proposition and why you are the right fit for the job. You can use the overview section to provide more detail about your skills and experience, your approach to working with clients, and any specific expertise you have that sets you apart from other freelancers.

Overall, your title and overview are two important elements of your Upwork profile that help you introduce yourself to potential clients and showcase your skills and experience in a clear and compelling way.

03

Your Portfolio

What is a portfolio?



A portfolio is a collection of work samples that showcase your skills, experience, and achievements. In the context of freelancing on platforms like Upwork, a portfolio typically includes samples of your work in the form of images, documents, links, videos, or other media. A portfolio can be used to demonstrate your skills, experience, and creativity to potential clients and showcase your past projects, which can help build trust and credibility with clients.

Your portfolio should be organized in a way that is easy for clients to navigate, with clear descriptions of each sample and information about the project, your role, and the outcome. A well-crafted portfolio can help you stand out from the competition, and increase your chances of landing new projects.

5 things needed to begin your portfolio design

- Professional picture
- Brief bio
- Skills
- Jobs done (If you have none, I got you!)
- Contact Information
- Canva / Google slides / Powerpoint

Note that you would use these same portfolio on your upwork profile portfolio design.

04 CV (resume)

Writing your CV



What you'll need

- Work experience (if you don't have, I gat you!)
- Chat GPT
- Contact Details
- Phone/Laptop
- **Flow Cv**
- Sample CV resource

To create a winning CV (also known as a resume), you should consider the following elements:

- **Clear and concise format:** Use a clear and easy-to-read format that highlights your skills and experience. Use bullet points and short sentences to make your CV easy to skim and scan.
 - **Strong opening statement:** Start with a strong opening statement that summarizes your skills and experience and highlights your unique selling proposition.
 - **Tailored content:** Tailor your CV to the specific job you are applying for, using keywords and phrases that match the job description.
-

- **Relevant skills and experience:** Focus on highlighting your most relevant skills and experience for the job you are applying for. Include specific examples of projects or achievements that demonstrate your skills and experience.
 - **Quantifiable achievements:** Use numbers and metrics to quantify your achievements and showcase your impact. For example, "Increased sales by 20% in 6 months" or "Managed a team of 10 employees and improved productivity by 30%."
 - **Education and training:** Include your education and any relevant training or certifications you have obtained.
 - **References:** Include references from previous employers or clients, if possible. Make sure to ask for their permission before including their contact information.
-

Proofread and edit: Proofread and edit your CV to ensure it is free from errors and typos. Ask a friend or colleague to review it for you as well.

By focusing on these elements, you can create a winning CV that showcases your skills and experience and helps you stand out to potential employers/clients.

What you'll need

- Phone/Laptop
- Good internet connection
- Canva
- Pinterest
- UI gradient



05
Graphic Design

Canva Crash Course

What is Canva?

- Canva is a web-based graphic design platform that allows users to easily create and customize various types of designs, including social media graphics, posters, flyers, presentations, and more.
 - It offers a wide range of templates, images, and design elements that users can drag and drop onto their designs, as well as tools for editing text, colors, and layouts.
 - Canva is user-friendly and does not require any graphic design experience, making it accessible to anyone who needs to create professional-looking designs quickly and easily.
-

Upwork Payment Setup

How to get paid on upwork



What you'll need

- A [payoneer](#) account
- A Dom account with any bank (I use GTB)
- Set up an upwork payment structure
 - Weekly (every wednesday)
 - Twice a month
 - Monthly
 - Instant
- TIN (Tax Identification Number)

To set up payment on Upwork, you will need to provide the following information:

- **Payment method:** You can choose from a range of payment methods, including direct deposit, PayPal, wire transfer, and Payoneer. Select the payment method that is most convenient for you.
 - **Payment details:** Depending on the payment method you choose, you will need to provide specific details, such as your bank account information, PayPal email address, or Payoneer account details.
-

Payment Setup Detail

- **Tax information:** Upwork requires you to provide tax information to comply with legal and regulatory requirements. You will need to provide your Social Security number (SSN) or Tax Identification Number (TIN) if you are a US citizen, or your Foreign Tax Identification Number (FTIN) if you are not a US citizen.
- **Payment schedule:** You can choose how often you want to be paid, such as weekly, biweekly, or monthly. Upwork offers flexible payment schedules to suit your needs.

Once you have provided this information and completed the payment setup process, you will be able to receive payments for the work you complete on Upwork. Upwork also offers built-in protection for both clients and freelancers to ensure that payments are secure and disputes can be resolved quickly and fairly.






Free Resources (Available to members only)

- Upwork
- Canva
- Pinterest
- Chat GPT
- FlowCv
- Sample Portfolio
- Editable Portfolio (Canva)
- Editable Portfolio (Google Slides)
- Editable Profile Picture 1
- Editable Profile Picture 2
- Editable Skills
- Sample Proposal
- Sample CV
- Sample Cover Letter
- Ui Gradients
- Payoneer (sign up using this link and get a \$25 reward)
- PhotoPea (Photoshop alternative)
- Design Mockups
 - Unblast
 - Mock-ups design
 - Graphberry
 - Graphicpear
- **RESOURCE FOLDER**

Course Content

01 Getting Started

2:44:41

-  Day 1 - Course Outline - Upwork course
48:37
-  Day 2 - Chat GPT - Upwork Freelancing Course
53:39
-  Day 3 - Resume Design - Upwork Freelancing Course
26:24
-  Day 4 - Cover Letter Design - Upwork Freelancing Course
16:35
-  Day 5 - How to Setup Your Payoneer Account - Upwork Freelancing Course
19:24

02 Canva

4:19:16

-  Day 6 - Introduction to Canva - Upwork Freelance Course
54:05
-  Day 7- Day 8 - Canva Crash Course - Upwork Freelancing Course
2:10:12
-  Day 9 - How to Create a Design Mockup Using Photopea - Upwork Freelancing Course
1:14:58
-  Course Outline and Resources


03 Portfolio

2:26:18

-  Day 10 - Portfolio Creation - Upwork Freelancing Course
2:26:18

04 Upwork

3:26:18

-  Day 11 - Upwork Account Creation - Upwork Freelancing Course
3:26:18

FAQ

- Can I as a Nigerian find a gig on Upwork?
 - Yes, as a Nigerian, you can find and apply for gigs on Upwork. Upwork is a global platform that allows freelancers from all over the world to connect with clients and find work opportunities. However, with a strong profile, relevant skills, and persistence, you can certainly find success on the platform as a Nigerian freelancer.
- What types of services can I offer on Upwork?
 - You can offer a wide range of services on Upwork, including graphic design, writing, programming, and virtual assistant work, among others. You can set your services to hourly or fixed-price rates.

FAQ

- How do I set my hourly rate or fixed-price for a project?
 - When setting your hourly rate or fixed-price for a project, consider your experience, the complexity of the work, and the rates of other freelancers in your field.
- How does the payment process work on Upwork?
 - The payment process on Upwork varies depending on the project and payment method chosen. Upwork provides built-in protection to ensure payments are secure and disputes can be resolved quickly and fairly.

FAQ

- How do I create a good profile that will attract clients?
 - To create a good profile on Upwork that will attract clients, consider highlighting your skills and experience, including any relevant certifications or education. Use clear and concise language and include a professional headshot.
- What kind of verification documents are required for my Upwork account?
 - Upwork may require certain verification documents, such as a government-issued ID or tax identification number, to ensure compliance with legal and regulatory requirements.

Contact Us



[Gmail](#)



THANK YOU

For watching

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