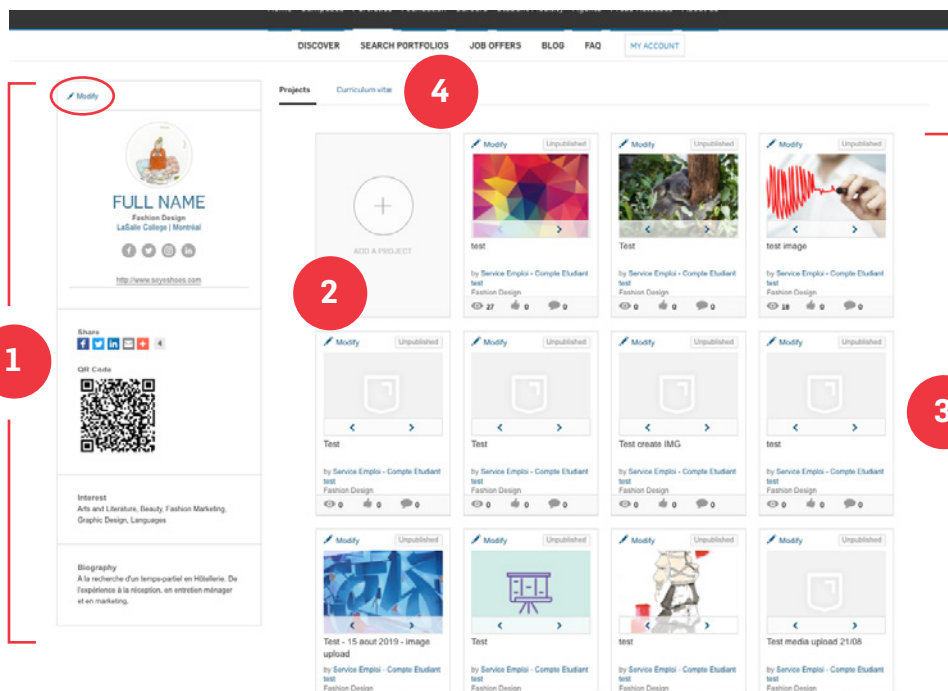


Tips for a Successful Portfolio Account

The LCI Portfolio website showcases students' projects from over 23 campus all over the world.

It allows companies to check projects, post job opportunities and connect with students/alumni.

- 12, 500 portfolios from students and alumni and 6000+ employers
- 10-15 new offers per week on portfolios
- 10,000 visits per week on the site



LEGEND

- 1 Profile
- 2 Add New Project
- 3 Projects
- 4 Curriculum Vitae (Resumé)

1. PROFILE: Here is where you put all the information about you: your picture (or your logo), your field of study, contact information (email, website, LinkedIn, Instagram and Facebook links), hobbies, and even a short biography.

This section is important because it shows your personality and provides potential employers with their first impression of you, after which they can access more information about your work if they are interested.

To add or edit information, click on the **modify** button on the top left of your profile.

* Required fields

Add a project

Description

PROJECT TITLE*

test

DESCRIPTION*

test

COVER IMAGE



Choose File

no file selected

Formats .jpg .gif .png/ minimum size of the image 1500 X 800 px / Maximum file size 5MB

× Delete

**New! Upload your own sticker or choose from our image bank.*

THUMBNAIL IMAGE



Choose File

no file selected

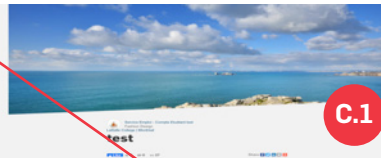
Formats .jpg .gif .png/ minimum size of the image 400 x 280 px / Maximum file size 5MB

× Delete

See the selection of thumbnails

e Add a team member

type the first and last name of the team member

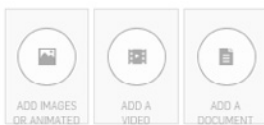


C.1

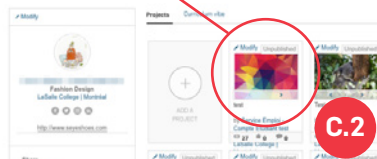
f Media

Choose between images, videos and documents. Images (.png and .jpg) must be at least 750 px wide. Animated .gif must be 400 px wide minimum.

Add an item to your project



Important: Currently, the upload tool does not allow the user to upload files multiple times without saving. Please make sure you save between each file upload.



C.2

g Other Credits

You would like to credit a member not register in the platform? You can use this space.

h Publish

Publish
By checking this box your project will be published on the website and will be accessible to all users.

i Censored project

Censored project
By checking this box your project will be censored and the cover image in search results will be hidden.

j SAVE

2. ADD A NEW PROJECT:

To add a project you must complete the following steps:

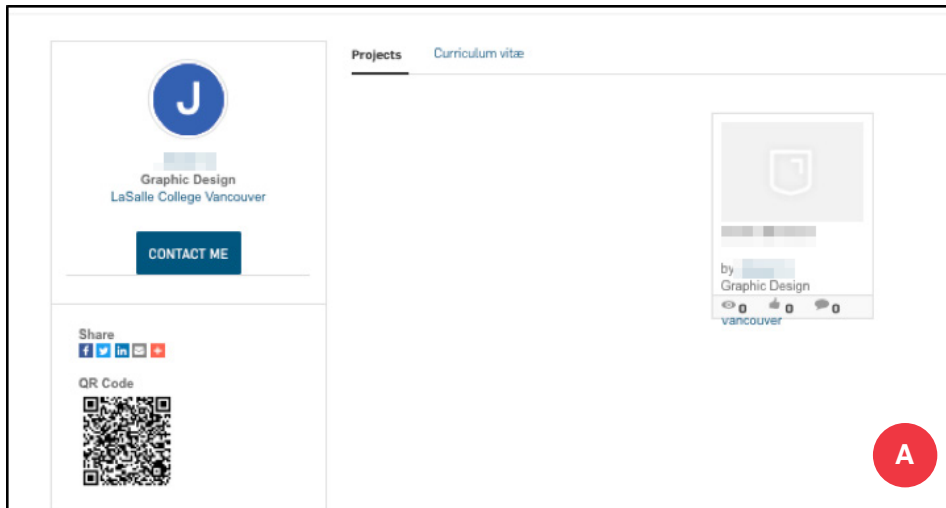
- Add a title to your project.
- In this section, you can explain more about it, what tools and software you used and what was your inspiration and goal for it.
- Cover Image (see C.1) is the big picture on top when you open the project.
- Thumbnail (see C.2) is the small picture on the main page of your profile.
- You have the option to add other classmates for group projects.
- You can add media to your project: images, videos, or documents. You can add up to 20 media items per projects.
- You can mention other people who don't have an LCI Portfolio account.
- Make sure you click "Publish", otherwise your project won't be visible.
- Censored Project – if your project contains sensitive material, you should click this option. The thumbnail will be hidden.
- Click "Save" and your project will be displayed in your main page

*Pay attention to small notes!
It contains useful information
when uploading your project.*

3. PROJECTS: You can display up to 20 projects. It is recommended that you upload projects that you have received good feedback and you are proud of. Remember, you can always come back and update projects as you progress. The more projects in this section, the better impression employers will have about you.

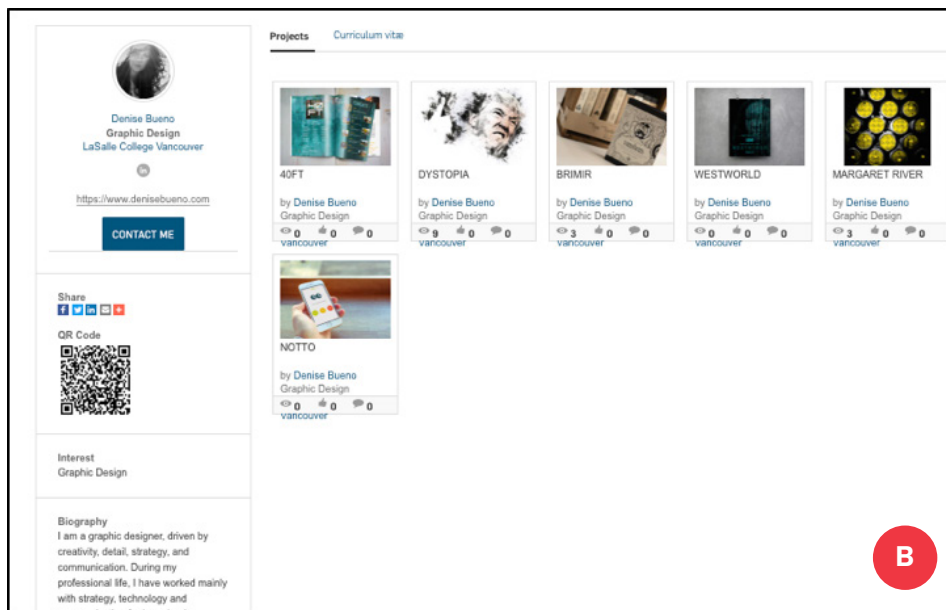
EXAMPLES OF PROFILES:

If you were an employer, which profile/candidate would you be interested to call for an interview?



PROFILE A

This one is not inviting. The profile is quite empty, and the only project displayed doesn't have a thumbnail.



PROFILE B

On the other hand, this profile is more interesting to see. There's a profile picture, website, LinkedIn profile and even a short biography included.

Also, their projects have nice/captivating thumbnails and a variety were uploaded.

[Modify](#)

Skills
 - Sens du leadership
 - Bonne communication
 - Sens de l'organisation

Experiences
 2009-2012 | Hyatt Regency, Montreal
 Directeur des opérations
 2004-2008 | Fairmont Le Reine Elizabeth, Montreal
 Directeur général
 2000-2004 | Hotel Le Crystal, Montreal
 Superviseur à la réception

Education
 2015 | DEC Techniques Gestion Hôtelière
 Collège LaSalle, Montreal

Honors and Awards

[+](#)
 ADD A CV

[Edit](#)

Service Emploi - Complexe Étudiant test
CV - Zoom emplois

4. CURRICULUM VITAE (RESUMÉ):

To customize this section, click **Modify**:

- a** You can add your skills, experiences, education and honors/awards so it's easily displayed.
- b** You also have the option of uploading your resume (it is recommended to upload a PDF). Remember to always keep your resume updated.

COMPLETE!

You have completed your profile! Remember, come back to update projects, upload new ones and check for opportunities at <https://www.lcieducation.com/en/portfolios/joboffers>.