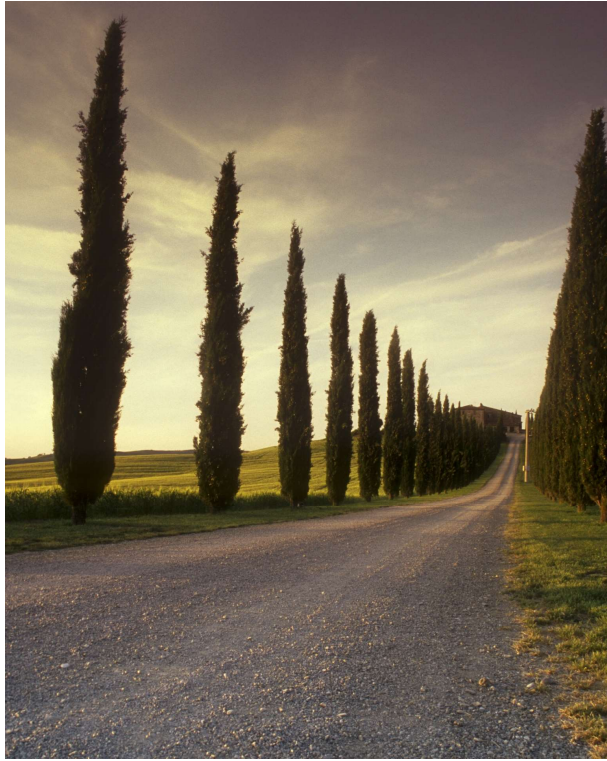




CERTHE COMPUTING SKILLS FOR WORKPLACE
ACCA4025 Learning in the Digital Era
Assessment 1 - OCT 2024 REWORK

Cristinel-Cosmin Vanusca (2411394)

LDE

<https://theportfoliomaker.com/profile/cristinel-vanusca-bb7e53ad8914adfe7cee9bf39bff7308>

ABSTRACT

Welcome to my e-portfolio, where I showcase my academic and professional journey. Here, you'll find highlights from my studies at St Davis Trinity, my experience as a warehouse worker since 2015. I also share projects that demonstrate my skills in virtual collaboration, as well as my interest in pursuing a career . This portfolio reflects my commitment to growth, adaptability, and applying my skills in impactful ways.

Table of Contents	
1.IEEE Referencing & written summary on essential academic and employment skills (350 words):	a)Produce a written summary with some supporting visuals (images/figures), on the topic of essential skills for study and employment (approx. 250 words).
	b) Submit your work to the Turnitin link (labelled: Task One – Similarity Check) on the Moodle page and check your similarity score. In the same document as your summary above, include a reflection of approx. 100 words
2. Collaborative Teamwork and Professional Academic poster (A3 Poster)	
3. Automatic Referencing tool (450 words)	
4. E-Portfolio creation and review:	a) Create an Online e-portfolio with a page for each task answer for this Assignment.
	b) Produce an illustrative review

1) IEEE Referencing & written summary on essential academic and employment skills (350 words):

Essential Skills for Study and Employment

Success in both academic and professional environments requires developing a core set of skills. Critical thinking, communication, problem-solving, adaptability, and time management are essential competencies that play a pivotal role in enhancing productivity and effectiveness. Critical thinking, for instance, enables individuals to analyze situations, make well-informed decisions, and identify practical solutions, which is invaluable in complex work scenarios [1] (fig1).

Strong communication skills are equally vital, as they facilitate clear and concise information exchange, building professional relationships and promoting teamwork (Williams, 2022) [2] .

Time management and adaptability are also crucial for maintaining productivity in dynamic environments. Good time management allows individuals to prioritize tasks and meet deadlines effectively [3].

Adaptability, or the ability to adjust to changing conditions, is essential in today's fast-paced, unpredictable work environments, particularly for roles involving cross-functional collaboration [4].

These skills foster resilience, helping individuals to cope with challenges and learn from setbacks.

For my future career in the legal field, these skills will be fundamental. Effective communication will enable me to present legal arguments persuasively, while critical thinking will support the analysis of cases and statutes. Adaptability will allow me to work across various legal teams, collaborating on complex issues with agility. These skills, developed through both study and practical experience, will provide a strong foundation for my professional growth and success in the legal sector.

3) Automatic Referencing tool

fig1.

Here, I selected IEEE format to add citations directly into the document
This screenshot shows the finalized reference list in IEEE format, generated using Bibliography.

which is invaluable in complex work scenarios [1].

Edit Source

Type of Source: Book Language: Default

Bibliography Fields for IEEE

Author: Smith, J. Edit

☐ Corporate Author

Title: Critical Thinking for Professional Success

Year: 2022

City: Rutgers University-Camden

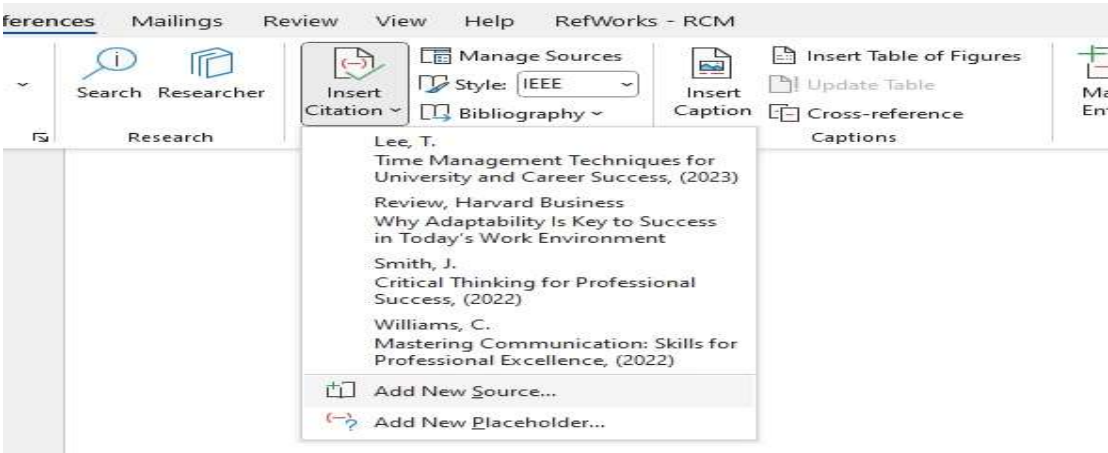
Publisher: International Journal of Business Skills

☐ Show All Bibliography Fields

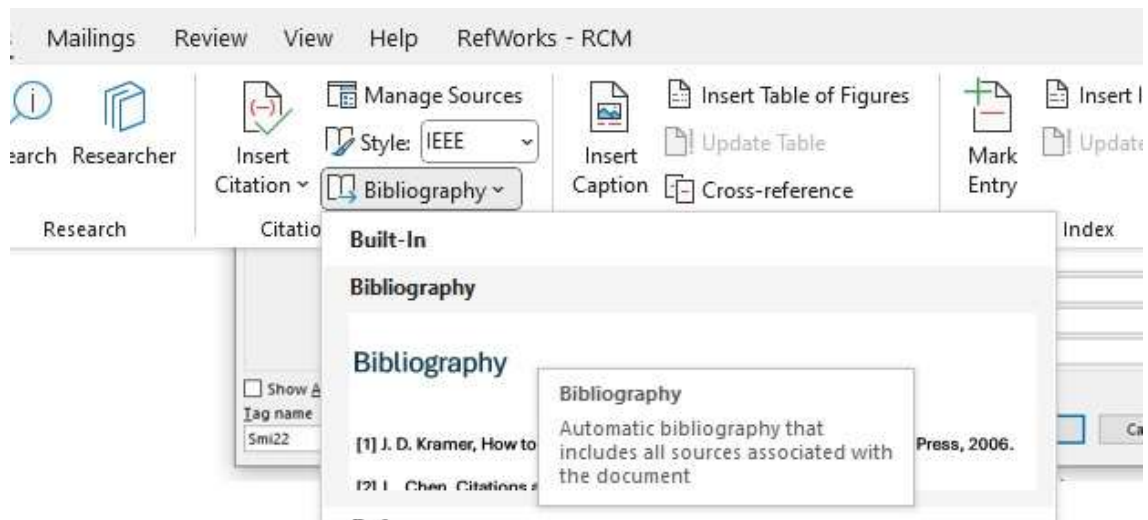
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OK Cancel

a)



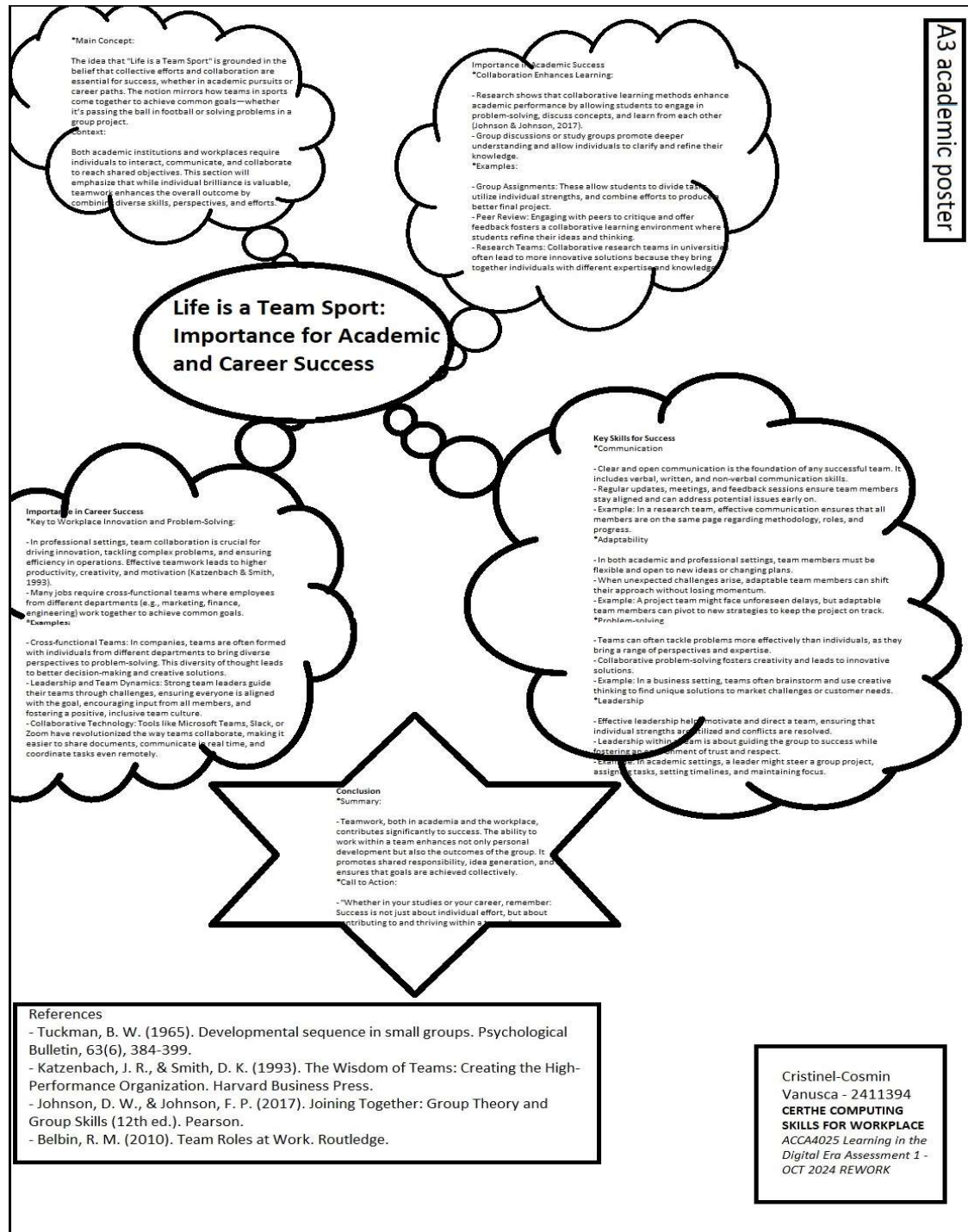
b)



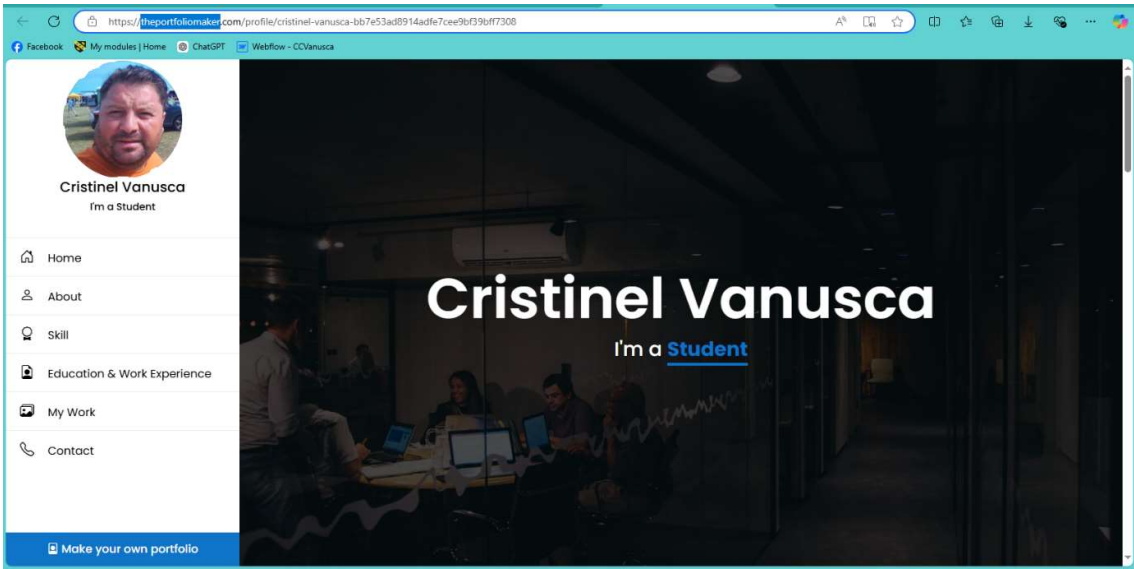
c)

4)&2) E-Portfolio creation and review and A3 academic poster:

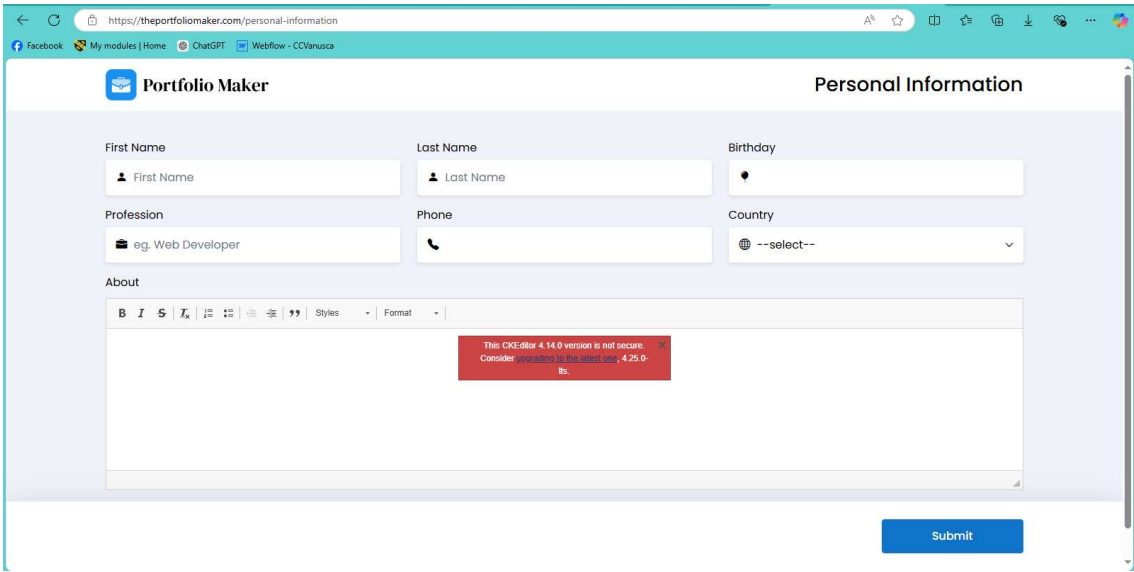
https://uowtsd-my.sharepoint.com/:i/g/personal/2411394_student_uwtsd_ac_uk/ETHKfJwf0uJDhFd7z-O9f2EBCz1g6VEjsKq2gP_EWLX_BQ?e=9Ago2h



https://theportfoliomaker.com/profile/cristinel-vanusca-bb7e53ad8914adfe7cee9bf39bff7308



ScrShot 1. In this screen shot is step for introduction of personal data:

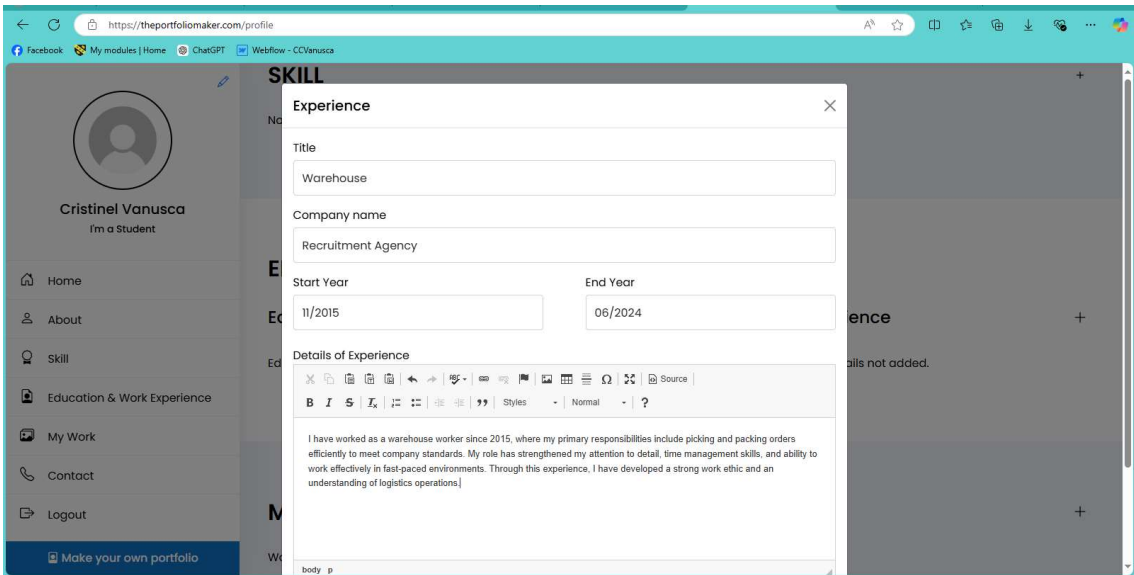


The screenshot shows a web browser window with the URL <https://theportfoliomaker.com/personal-information>. The page title is "Portfolio Maker" and the section is "Personal Information". The form contains the following fields:

- First Name:
- Last Name:
- Birthday:
- Profession:
- Phone:
- Country:
- About: A rich text editor with a toolbar and a red warning message: "This CKEditor 4.14.0 version is not secure. Consider upgrading to the latest version 4.25.0-its."

A blue "Submit" button is located at the bottom right of the form.

ScrShot 2. Continue fill with my Experince data:

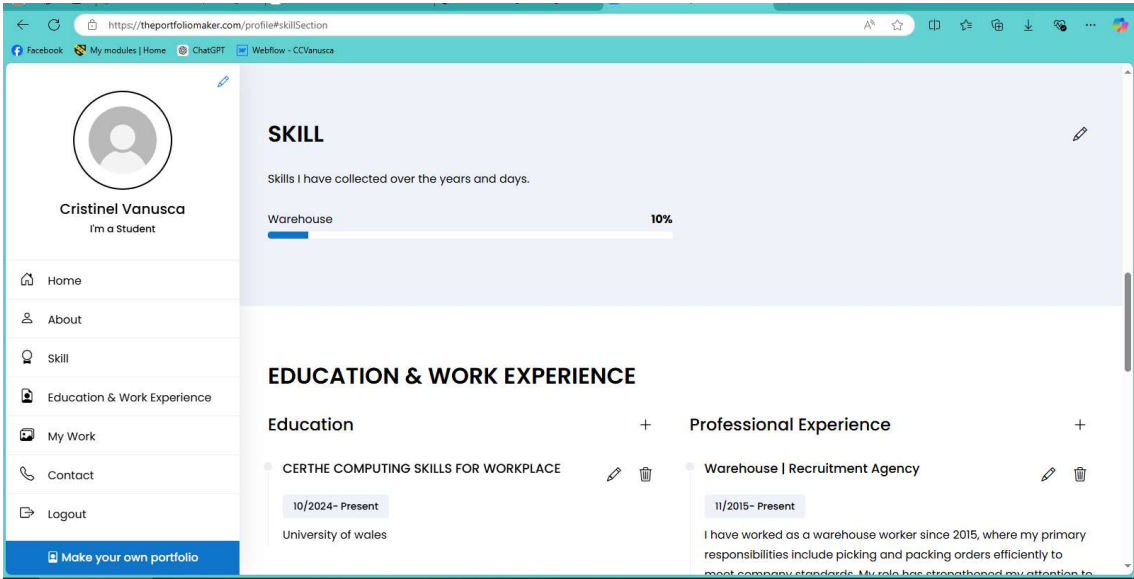


The screenshot shows a web browser window with the URL <https://theportfoliomaker.com/profile>. The page title is "SKILL" and the section is "Experience". The form contains the following fields:

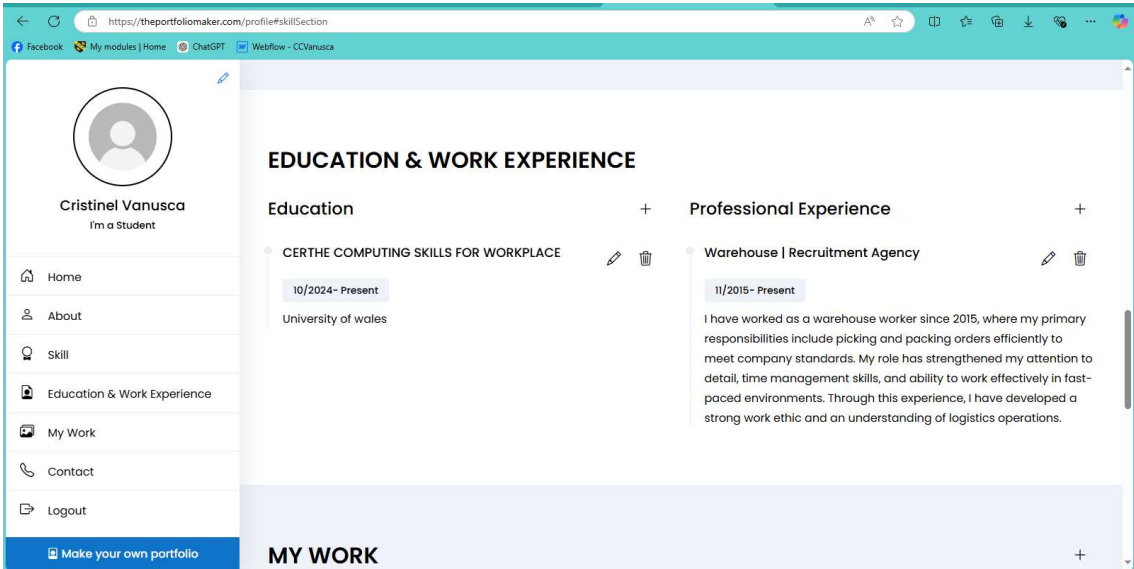
- Title:
- Company name:
- Start Year:
- End Year:
- Details of Experience: A rich text editor with a toolbar and a text area containing: "I have worked as a warehouse worker since 2015, where my primary responsibilities include picking and packing orders efficiently to meet company standards. My role has strengthened my attention to detail, time management skills, and ability to work effectively in fast-paced environments. Through this experience, I have developed a strong work ethic and an understanding of logistics operations."

A sidebar on the left shows the user profile "Cristinel Vanusca" (I'm a Student) and navigation links: Home, About, Skill, Education & Work Experience, My Work, Contact, Logout, and a button "Make your own portfolio".

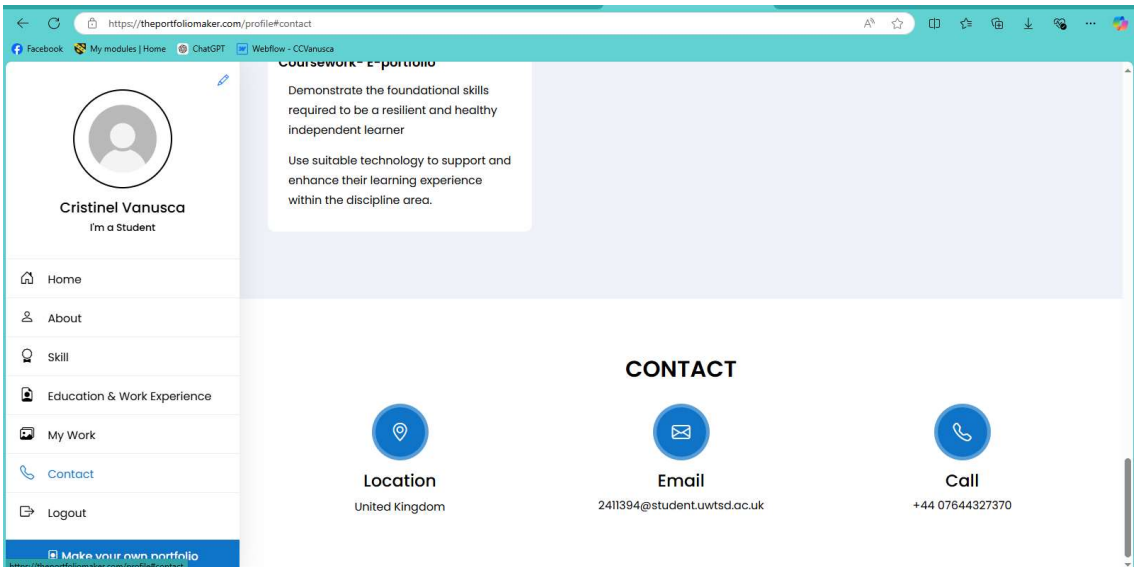
ScrShot 3: Continue with Skills :



ScrShot 4: Next is about Education and Work experience :



ScrShot 5: Follows after date of contact:



Bibliography

- [1] J. Smith, Critical Thinking for Professional Success, vol. 3, Rutgers University-Camden: International Journal of Business Skills, 2022, pp. 178-190.
- [2] C. Williams, Mastering Communication: Skills for Professional Excellence, ...: Harper & Row, 2022.
- [3] T. Lee, Time Management Techniques for University and Career Success, vol. 2, London: Journal of Applied Skills Development, 2023, pp. 95-108.
- [4] H. B. Review, Why Adaptability Is Key to Success in Today's Work Environment, [Online]. Available: <https://hbr.org/adaptability>.