



Glossary

contractor

Someone who determines where they work, for whom they work, and the projects on which they work.

corporate culture

The protocol with which an organization operates. Often these rules are undocumented and can be discerned only through experience.

e-lance

A freelancer who uses electronic media to locate, bid on, and sometimes complete projects.

employee

Someone paid a fixed hourly or monthly salary, usually including benefits, and whose length of tenure is not dependent upon a specific project or deliverable.

fixed-price deliverable

An agreement in which a contractor agrees, before work starts, to deliver a certain good or service for a static price.

hard skills

Technical skills acquired through training and experience. These skills are tangible and easily measured.

professional label

One or two sentences that define who you are, what you specialize in, and how you stand out from your peers.

project scoping

The science of determining time, materials, and effort required to complete a given task or deliverable.

soft skills

Interpersonal skills such as communicating. These skills are often intangible and difficult to measure.

staying top-of-m ind

The art of periodically communicating with clients so they think of you when a work opportunity arises.

toolkit

A portfolio that includes your resumé, reference letters, and testimonials from those you have worked with on past projects, your peers, subordinates, and supervisors.