

01 BEFORE YOU BOOK

Student services family guide

A clear overview of Lumen Creative's student resume and portfolio services, pricing, project timeline, and ongoing hosting. Please review this guide before confirming your package.

A teacher understands the work behind the activity

I am Jared Rosaline, a web designer and former teacher. I help students recognize the skills they have developed through school projects, clubs, volunteering, and other experiences, then present that work clearly. We look at what your student contributed, how they approached a challenge, and what they learned.

You provide accurate information and work samples. I organize the material and create a polished resume or website that reflects your student. This is a focused design and presentation service; college selection, admissions strategy, and essay coaching are outside the package.

Choose your service

Service	Price	Included
Student resume	\$99	Writing and formatting; PDF and editable file; 1 revision round.
One-page portfolio website	\$299	Bio, achievements, existing resume display or download, and up to 10 total projects, images, or videos; 1 revision round.
Student Resume + Portfolio Package	\$399	One-page website, resume creation with editable file and PDF, step-by-step LinkedIn setup guide, and 3 revision rounds total.

Package value: A \$299 website, \$75 resume add-on, and \$50 LinkedIn guide total \$424 separately. The \$399 package saves \$25 and includes two additional revision rounds. Extra scope is priced separately.

See a student example: [View Leanne's sample portfolio](#)

Resumes and portfolio links can support jobs, internships, and applications where accepted. Families should follow each institution's submission instructions. A website does not replace a required portfolio submission or guarantee an outcome.

02 BOOKING AND TIMELINE

How your project works

The target turnaround is two calendar weeks, beginning when the 50% deposit has cleared, all required information and usable materials have been received, and the agreed scope is confirmed. I will email your start date and target completion date.

1 Review and confirm

Review this guide, choose your service, and tell me about any deadlines. I confirm the scope, any add-ons, and the total price in writing. Once you confirm, I send an invoice for the 50% deposit.

2 Send your information

Complete the questionnaire. Add images, documents, and a current GradTrack, transcript, or course history to one Google Drive folder. Cover student IDs and sensitive identifiers. Share it with hello@thelumencreative.com with Viewer access and include project and video links.

3 Receive your project start date

I check that materials are accessible and complete. Your two-week timeline starts only after the deposit and required materials are in place. Projects are handled through the questionnaire, shared files, and email.

4 Review your first draft

During the first week, I organize the information and prepare a draft for review. I may ask short follow-up questions to clarify a role, skill, or project.

5 Request revisions

During the second week, send one consolidated feedback list per round. Please return feedback within 2 business days to help us stay on schedule. The included rounds depend on your selected package.

6 Approve and complete payment

Review names, dates, links, images, mobile layout, and final wording. After your written approval, I send the remaining 50% invoice. The balance is due before public launch or delivery of final resume files.

7 Launch or receive final files

After payment, I launch the approved website and connect the agreed domain, or deliver your final resume files. If purchased or included, I also deliver the LinkedIn setup guide. Website hosting begins on the public launch date.

If something is delayed: Missing materials, late feedback, additional scope, or domain setup issues can move the completion date. I will confirm an updated schedule. A specific application deadline must be agreed before booking.

03 SCOPE AND REVISIONS

What is included and what costs extra

Your written quote confirms the work we will complete. The \$299 website displays an existing resume; resume creation is a \$75 add-on or is included in the \$399 package.

Additional service	Price	How it applies
Resume creation with website	\$75	Discounted from the \$99 standalone service; editable file and PDF. Included in the \$399 package.
Step-by-step LinkedIn setup guide	\$50	Written instructions for the student and family to create the student profile. Included in the \$399 package.
Portfolio & Resume Consultation	\$99 / 60 minutes	Personalized guidance, feedback, and recommendations. Optional; purchased separately from all packages.
Extra website page	\$99 each	A separate page beyond the included one-page website.
Extra revision round	\$50	One consolidated list of changes within the agreed scope.
Copywriting revisions	\$99	Rewriting supplied website text, such as the bio, achievements, and project descriptions. Scope confirmed before starting.
Extra project, image, or video	\$25 each	Each item beyond the 10-item website allowance.
Future content updates	From \$50 per batch	Up to 5 simple text or media replacements on existing pages. Larger changes are quoted first.

Portfolio & Resume Consultation

Personalized guidance from a web designer and former teacher on what to include, how to present your experience, and how to organize your resume or portfolio around your goals.

Covers guidance, feedback, and recommendations. Resume edits and website changes are priced separately.

04 MATERIALS AND FEEDBACK

Preparing and reviewing your content

We use the questionnaire, shared files, and email to complete your project. One family contact should collect feedback so each review round is clear and organized.

How the item allowance works

The website includes up to 10 total projects, images, or videos. For example, 6 standalone images, 2 videos, and 2 text-based project entries use all 10 items. A project entry with extra gallery images or videos can use multiple items. We confirm the count together before booking.

What counts as a revision round

One round is one complete, consolidated list of requested changes. Small wording adjustments, corrections, and layout refinements within the agreed scope fit within a round. New pages, new projects, major design changes after approval, or substantial rewriting may require an add-on quote. Corrections to errors introduced by Lumen are handled without an extra revision fee.

Using your LinkedIn setup guide

The guide is a written resource for the student and family to create the student profile themselves. It does not include account creation, account management, or individual setup assistance. Optional consultations are \$99 per hour (60-minute session).

Preparing your materials

Students supply accurate activity details, work samples, photos, videos, and text. Include a current GradTrack, transcript, or course history so I can identify relevant courses and academic achievements. Cover student IDs and sensitive identifiers before sharing. Please identify the student's role in group projects and provide any needed credits or permissions. The website package includes organizing supplied content and light wording adjustments; substantial rewriting is the copywriting add-on.

Changes outside the agreed scope are priced and approved before work begins. If you need to pause or cancel, contact me promptly so we can review the work completed and next steps.

05 HOSTING AND LAUNCH

Your website after launch

Your website stays in Lumen's workspace. The first 12 months of managed hosting are included from launch. Hosting keeps the approved site online; content edits and new features cost extra.

Item	Policy
Website design	One-page website \$299; complete package \$399
First 12 months of hosting	Included, managed through Lumen
Hosting after year one	\$120/year, paid before renewal
Domain registration and renewal	Parent purchases and pays directly
Connecting one domain at launch	Included
Content updates	Starting at \$50 per batch

Your family owns the domain

A custom domain is optional. Use the included website address or buy a domain in the parent's account with their email and payment method. I connect one standard domain at launch. The family retains domain access and handles renewal. Domain registration is separate from hosting.

Renewal and future management

I send a reminder at least 30 days before hosting expires. The \$120 annual hosting renewal is paid to Lumen; it is separate from your domain renewal. If you do not renew, managed hosting ends at the close of the paid term and continued website availability is not included. Contact me before expiry to discuss transfer or other arrangements.

Your student keeps ownership of their supplied content. For independent management, we can discuss moving the site to a family-owned workspace. The family pays its platform subscription; handoff work is quoted first.

You approve what is shared

We agree which name, images, school details, and contact information may appear. A home address is not needed. For students under 18, a parent or guardian gives final publication approval. Lumen requests separate permission before featuring a student's work in business marketing.