

Title: English Composition Test

Name: Ma. Jhieffstien Jaril P. Rubio

Date Taken: 10/01/2022 12:54:15

If you had to choose one, would you consider yourself a big-picture person or a detail-oriented person?

If I had given a chance to choose one, I would choose to be a detail-oriented person. Why? Because I myself know that I am very particular with details, some says that I am a perfectionist. I will not stop if I cannot get it right. I guess that was the thing I learned from my previous job as an HR Timekeeper. My responsibilities as an HR Timekeeper was really big if I will not be really keen to all the details the salary of every employee will be affected and I don't want to cause an inconvenience.Â

If you could create a fictional company to make the world a better place, what would that company do?

If I could create a fictional company to make the world a better place, I would create a Toxic-Free Company that everyone will love to work with. A company that will make their employees feel appreciated. A company that will never let you down instead they will help you grow and improve your mistakes. Accomplished tasks will be acknowledge. The company that can value every employee whether they are tenured or not. A company that values the mental health of everyone that is the most important thing of this fictional company that I would create.Â If this fictional company of mine will really exist, I believe I myself will stay longer in the company.Â

Title: Answering Support Tickets Test

Name: Ma. Jhieffstien Jaril P. Rubio

Date Taken: 10/01/2022 12:54:15

I am unable to open the Excel spreadsheet that you sent me yesterday (designed in Office 2007). I am currently using Office 2003. Can you please let me know how I can open the spreadsheet? - Jane

Hi Jane, thank you for reaching us. I apologize for the inconvenience. With regards to your concern about the Excel spreadsheet that you cannot open, I will send you a new Excel spreadsheet that will be working with your Office 2003. Please disregard the one I sent you yesterday since it was not compatible with your existing version of Office. Right after this, I will send a new one through your email. Thank you and have a nice day!

I've been trying to log in to my account for hours now. It says "Username or Password incorrect." I am 100% certain that I am entering the correct info. Do you know why this is happening? - Jenny

Hello Jenny!

I apologize for the inconvenience that caused you. With regards to your account, I will just reset your Username and Password so that the next time you login there will be no errors. I will be sending you a different email for your new Username and Password.

Thank you for reaching us. Have a great day!

Best regards,

Ja