

1.If anything was possible, what would your dream job be, and why?

If anything was possible, my dream job would be a professional singer. I started singing when I was young. Growing up, I joined singing contests and church choir practices. I was in the church my whole life so singing started as a responsibility rather than a hobby. My love for singing grew as the years went by. My parents started enrolling me to singing lessons but that didn't last long as we had to travel 2 hours just to get to the teacher's house, and we didn't always have the means to get there. Up until now, I still love singing and still practice by myself everyday knowing that singing will be a career that I will never have. The singing industry is so big that I don't know if I will ever fit in. There are other singers far better than me so I thought to myself, I wouldn't even bother auditioning for TV talent shows.

2. Have you ever experienced a stressful situation in your past workplace (college if fresh graduate), what was it and how did you overcome it?

I had this one experience where I felt like I was in a stressful situation in my past workplace. I was assigned to replace a co-worker whose job is to receive documents from different offices and release them to their respective liaisons, and keep record of the inbound and outbound of it. I knew that I had to quickly adjust to her role which was new to me. One time, while I was reviewing and finding documents from the folder, I noticed that there were lots of missing documents as well as missed input of data in the spreadsheet. I tried finding it all by myself first but I eventually asked her about it to save some time. I found out that she was being lazy and didn't track the movement of the documents and let our other co-worker do the job for her. I was stressed at that moment because what if the other co-worker didn't also record? Then I would be held responsible for all the missing inputs because I am the one doing the job now. I tried to calm myself down and immediately thought of reviewing all the hard copies of the documents and manually find the dates of their releases and I was fortunate enough to find all of them.

3. In your previous position, what task did you find most challenging and why? What task did you enjoy most and why?

In my previous position, the most challenging task for me was to keep track and record all the documents but that is because my co-worker always gets them first and forgets to give them to me after. I always have to remind her to give it to me immediately so that I can start my tasks as soon as possible, but she forgets it still, saying that she has a lot of documents on her table and doesn't know where to start. The task that I enjoyed most was organizing the documents in a folder, and as much as I found the most challenging for me was keeping track of records, I loved doing it since I get to arrange them and encode them in their respective places. I also enjoyed checking and proof-reading the documents before they were passed on. One thing I

also enjoyed was the releasing of documents to different suppliers as the task involves a written record of their movements and as well as dates of their release.

4. How would your previous managers/coworkers describe you?

My previous managers/ coworkers would definitely describe me as jolly when not working, but serious and focused when I am. I believe they would also describe me as someone who enjoys working on tasks right away when they are given, and does not let time go to waste. They would also call me meticulous and detail-oriented when I was doing my task as a checker as I would always see the little details and mistakes that the encoders tend to overlook. I was also almost always the one ordering food online because I am the youngest in my past workplace and they say I don't get the orders wrong because I am keen to details. They would see me as someone dependable because they like to share their problems to me and even ask for my opinion/advice. They would also say I get along with all of them at the office. We are all close and in my two years of work there, I didn't have any conflict with whosoever.

5. What personal or professional accomplishments are you most proud of?

The personal/professional accomplishments I am most proud of are, first, graduating and finishing my Bachelor's Degree in Business Administration. Second would be passing the Professional Civil Service Career Examination last 2018. I had just graduated that year, and I wasn't really sure if I am going to pass because I know a few of my batchmates who were enrolled in a reviewing center while I wasn't. That made me anxious, but I reviewed and prayed by myself and ended up passing alone. Third would be that we won 3<sup>rd</sup> place at a National Competition, during my last year in college. That made me proud knowing that we did well and brought honor to our school. The fourth one would be making my dad proud by finally applying for work. Before he passed away last July, I was taking a little break after losing my job the month before and I felt burnt out due to my previous job not being able to respect my time and always make us do overtime without pay, so he told me to apply for a job at a place where I feel like working, and not just because they said so, and now I hope he's proud of me, because I am a few steps away from achieving it.