



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

My dream job would be something that I am excited to look forward to working on every day. I definitely wanted a job that had a fixed schedule on a weekday with an eight-hour day shift and offs on weekends. I really like an environment that promotes a work-life balance which is something very important to me. I already have a family and I really want to have quality time with my daughter even though I am working. I want to work in an office setting that allows me to grow and develop my skills. I know that I am much more comfortable working on a PC doing admin tasks which I had already done in my past job. That's why I want to enhance my skills at a company that I know I belong to and value each employee. I also wanted to secure my future with the benefits that the company offers.

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?

My previous workplace was in my home since I am working as a Virtual Assistant, so I didn't encounter any issues or stressful situations. I do not have any problems with my clients as well because they are very cool and understanding. In fact, the clients are always considerate when it comes to time, and they always say to work on our available time and prioritize having enough sleep. I can apply this question to my first job. I've worked as a Sales Associate for an apparel company located in a mall. During my first day at work, I was so naïve, and I didn't know a lot of things since I was a fresh graduate. My coworker who was supposed to teach me all the responsibilities of a Sales Associate failed to explain in detail all the reports and paperwork needed. She explained it so fast that I couldn't even understand a single thing. When I am about to ask questions, she gets mad at me because she has to repeat it again. I feel so little, and I am disappointed with how she treats her coworker considering that I am still new to this work. So, what I did was ask questions to our sister company brand personnel about the paperwork that needed to be done. It helped me a lot because that's the time I understand everything, I just need someone who is calm and organized when giving instructions. After that, I learned how it works then my coworker suddenly talked to me and maybe she realized that it's the way she explained things that doesn't worked. But after that experience, I really cried a lot and then I moved on and did the work professionally.

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

As a Virtual Assistant, the LinkedIn Recruiter job was the most challenging because this task involves intricate processes that need to be done step by step. I need to filter all the candidates according to the qualifications the company requires. I put everything in the database and updated the sheet for every candidate that responded. I also do bulk emailing for the candidates and need to personalize the template email. It's a long hiring process but it's a rewarding feeling every time we get to close a deal where our candidate was accepted



by the company because I get a bonus from it. I enjoy most email marketing for Real estate through constant contacts. All the pictures and details were already sent, and you just need to make it visually appealing and categorize it according to the place. We already have a design template for it and all I'm doing is changing the properties to be advertised daily. I believe everything can be learned on the internet if you are just resourceful. I'm in the process of learning how to make websites too, I already made one, but I still want to explore this field.

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

It doesn't apply to me because I don't have coworkers in my case. My aunt is the one who provides clients and tasks for me. She is the one communicating with my client. My Aunt specializes in website design so all the admin tasks were given to me because she can't handle it anymore. I've been working with my aunt for a long time, I started part-time work with her when I was still studying my two-year course. She noticed that I could handle all the work she gave to me, that's why she is giving me more and more workloads. She knew that I was willing to learn and that I would never disappoint her as I was doing my best to have a positive outcome on the task. I am also careful and organized when working on projects to make them presentable and clean. My aunt trusts me a lot and she is also satisfied with the results I bring to the table.

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

One thing I am proud of is my personal accomplishment that I was recognized as the best thesis for our qualitative research paper. I know I deserve it. I went through a lot together with my thesis partner just to be in this place. Most of our classmates were very competitive and that always resulted in a quarrel. Many of us want to get the title of "Best in Thesis" because it is a great honor to achieve in our academics. I had a lot of sleepless nights doing research, benchmarking, and making content on our title. It was very challenging as we needed to comply with zero percent plagiarism and score over 95% on Grammarly which we eventually had the best result. We were chosen to present our thesis at the 3<sup>rd</sup> graduate school Colloquium held at LCC Bacolod. I never imagined myself presenting in front of master's and doctorate level as our audience. It is something that I am proud of because I managed to conquer my fear and deliver it very well and leaves a good impression to our panelists. It was indeed an unforgettable experience.