



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

My ultimate dream is to have my own, stable business in the real estate niche. When I think about a dream job, I always imagine freedom—financial freedom, time flexibility, and the liberty to make your own decisions. I think I would pursue business if anything were possible. While I still have this dream in my heart and will continue to hold on to this until “that” time comes, pursuing a career path that would give me the closest benefits to being a business owner is my priority. Being a virtual assistant almost ticked the criteria my dream job has. Virtual assistants are in demand nowadays, and I considered it a high-paying role compared to being a regular office worker here in the Philippines. Next, being a virtual assistant means having a flexible schedule. Maintaining a work-life balance is something that is important to me, as I want to make time to work on my creative projects like content creation. Being a virtual assistant will not just allow me to work on my creative juices, but it will also grant me the most precious gift I can offer to my family and loved ones—my uninterrupted time. Lastly, my freedom to decide will be exercised in a virtual assistant role. Being a virtual assistant, with the possibility to be assigned a creative task, will enhance one’s ability to make judgments when crafting social media posts for clients.

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?

Stress is inevitable in the workplace—especially in a school setting where employees must deal with different stakeholders. As a previous administrative assistant and a part-time faculty member in a college department, I was often exposed to stress. But if there’s one memorable stressful situation I dealt with, it is my encounter with a grandmother asking for a good moral certificate for her granddaughter, who was expelled from school. She came into the office irritated because she had to use the stairs up to the 2nd floor. When she got in, the person who’s supposed to cater to her concern was not in the office. She became even more irritated. She began raising her voice when one faculty member told her that the school might not release the requested document for her granddaughter. What I did was try to talk to her in a calm way. I assured her that her concern would be coordinated with the person in charge and offered her a glass of water with little snacks. Gradually, she calmed down. She even ended up telling stories about her college life as an alumna of that school. I realized that we should not really fight fire with fire.



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

My set of tasks back then was diverse, considering that I juggled two different roles in a day. The task that I find the most challenging is assigning classrooms for each class in our department during exams. This role is part of my responsibility as a secretary to the dean. I find this burdensome because the number of classrooms in the school where I worked is limited. So, during exams, when the schedule is altered compared to the regular class hours, it is a bit hard to assign classrooms for each class. I usually coordinate with the other departments if they have spare rooms that they can lend to the students in our department. While they might have available classrooms to offer, I need to go over the exam schedule I prepared and adjust it to fit the availability of the classrooms. On the flip side, working in a school setup is also exciting because of the variety of tasks. Conducting game-based instructions for my students is one of them. I enjoy researching new learning materials that could help my students learn and engage, preparing creative presentations in Canva, and organizing events related to the course I am teaching.

4. How would your past colleagues or managers describe your work ethic?

I heard one colleague say that she was impressed by how I was able to multitask different sets of work and still deliver quality outputs. She labeled me as someone who loves productivity. In addition, my immediate head in my teaching role told me that I am an effective teacher and efficient secretary to the dean. This feedback means a lot because I am really a passionate worker. Whenever I am assigned to do something, I try my best to deliver it on time, without compromising quality. I want to maintain integrity in the workplace as much as possible. I am someone who will work diligently even if no one is watching. I may have a lot of things to improve as a worker, but I make sure to grow myself every day—whether it's learning new systems or techniques or simply being open to advice from tenured co-workers.



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

During college, I was granted an all-expenses-paid international on-the-job training where I got to stay in Osaka, Japan, for 6 months as a trainee. This achievement is something that I am proud of because out of all the many applicants in our batch, I was one of the chosen 3. This accomplishment is more than meets the eye, however—it is not really about being selected but having to conquer new heights. For example, when I was in Japan, I forced myself to wake up way earlier than my waking time because Japanese are very particular with time. I managed to live and care for myself alone for 6 months. I pushed myself to talk to people who speak a different language from mine despite being an introvert. These experiences honed the different skills that I have right now, pushing me to grow as a person. I would always carry with pride this personal accomplishment that I have.