



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

If anything is possible and there are no barriers at all, my dream job would be to go and explore outer space. This has been something that I have always found fascinating; ever since I was a little kid, time and space have always been topics that piqued my interests. The most interesting part of space, for me, is the fact that we are all independently moving through the bubble we call time, but our reality might not be the same reality as that from a different planet or a different area of space. Time has always been something so definite for us humans. But somewhere out there in space, there are places out of our reach that might flow the same as ours, but their concept of time is entirely different. Even the speed of light is something that I enjoy reading about, just the fact that a day in a pocket of space might be more than a century that can pass by in earth time.

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 have been in a lot of stressful situations in the past two years. Working and caring for the elderly is not as easy as I would have liked; it also takes a lot in order to provide the best care that they deserve. Before I was transferred to a desk job, I was in primary care; it was days and days of frustration and fatigue wrapped in a paycheck. I think this is the part where I developed my patience the most; primary care is not something that someone hot-headed and impatient can do; it requires a handful of patience on your part in order to survive doing primary care. It takes a lot of patience to be dealing with elderly people (mostly with dementia) where you need to double-check and triple-check them for medicine, for food, and for necessities; there are instances where they no longer realize what is going on in their surroundings, so you need to pacify them and get them to calm down. These instances definitely strengthened a lot of my soft skills, especially in communicating with them and getting them to follow the procedures that we need to go through throughout the day. It also allowed me to practice good communication practices and even non-verbal cues at most times.

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

In my time doing VA work before, the task I found the most challenging was the management of social media of clients ranging from their Facebook pages to their Instagram, TikTok, and Pinterest and creating social media posts to promote their business. This took up most of my hours when I was doing client work because there was a handful of market research that I needed to do, different creative output that I needed to render, and, of course, monitoring the growth of



their platforms. Creative tasks like these are also time-consuming just for the fact that you need to tailor-fit the posts to the branding of your client—and, of course, get them approved to be posted prior to the time they are released to be posted into their social media. Approval for these posts would often take the bulk of the time for each task.

The task I enjoyed the most was email management and organization of documents and files. This was a no-brainer to do and was easy to organize once you have a system going. Email management for my past client also allowed me the chance to interact with her clients and attend to their needs as well. I have also been the one to organize all her files, all her galleries, and all her documents and contracts.

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

I think they will applaud my creativity and my perseverance when a task is presented to me. I have always been approachable to peers and managers, and I make sure that I am performing my best through any means necessary. I show up, make sure I am always on time, and perform my task as soon as possible. I make deadlines, and I make sure all deliverables are processed as soon as possible and are available should the client need them ASAP. My immediate manager was someone that I looked up to the most, and she taught me a lot as someone that was new to the virtual assistant workload when I first started. She allowed me to grow through her teachings, be they sound advice, 1-on-1 check-in updates, or just sharing SOPs for my tasks. The team that I was with in my past designation had also been very supportive in whatever I needed; support would always be instant when I encountered a problem. This was something I was very thankful for.

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

I am most proud of the fact that I am one step closer to being a Meta Coach for NLP-Neurosemantics. It was a paid training module that I took in 2019, and I will take the next step of the accreditation process soon again. Meta-Coaching's first module tackles Effective Communication. It is a module that has no prerequisite to enter. Effective communication is very advantageous to have, as it allows the chance to learn and utilize communication better through practicing. Personal development has always been something that I have always coveted; I am greedy for upskilling, and I enjoy personal development the most. Module 2 of the meta-coaching program is something I am targeting soon; it deals with coaching genius and the use of coaching in different aspects than normally used. With this and effective communication skills, I believe both are essential for my personal development, which is why I am running after these, and I am very proud of these skills