



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

I find it difficult to choose which job to be my dream job. Maybe because I like too many things to just box them into one. If anything is possible, my dream job involves me doing what I love, will give me growth and will let me experience new things. This dream job should let me use my creativity and let me travel to different places. To keep me motivated, there should also be problem-solving and critical thinking involved as well as the opportunity to be of help to others in need. I have a passion for learning, so this job should be a platform for constant growth. A good work-life balance is also necessary because spending time with my family and friends is important. Not to mention, a great salary to give me financial stability. If anything was possible, I would love to have a job that has it all. I am not looking for a title; I am looking for experience.

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?

A situation becomes stressful to me when an urgent task is given out of the blue, and I have not done any kind of preparation. I had this experience when we were told to prepare for a meeting with a Contractor to discuss their invoices. With limited time for preparation, my co-worker and I split the tasks to be done and worked together to prepare the needed documents and files. Having a good and collaborative relationship with your coworkers will be a great help in situations like these. We had no problem delegating tasks and communicating with each other on issues and which tasks needed more attention. When situations like these arise, it is important to remain calm. Remaining calm helps you to make sound decisions and find quick solutions. With proper planning, teamwork, and proper communication, we smoothly accomplished our tasks and had a successful meeting despite this stressful situation.

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

The most challenging task from my previous position was communicating with our vendors on the delays and problems the project faced. Because of this, deliveries and payments had to be moved, which disappointed the vendors. It is never an easy task to inform partners of any kind of setbacks and adversities that a project is facing. This was a great challenge as I needed to be careful with how I communicated, bearing in mind that the relationship with our partners should be preserved.



The task I enjoyed the most was getting signatories from different departments for some documents. In this task I got to know the different employees of the company and made friends on the job. It gives me energy to get to know others and talk to them about their experiences because you learn a lot from others who are passionate about their job and are knowledgeable in their craft.

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

They would describe my work as quality work. I take pride in what I do as I put my very best in every task. Even daily tasks, like organizing files or sending out emails, I make sure that they are presentable. I take proactive steps to ensure that my output meets or even exceeds expectations and that it is the best that it can be. I always keep in mind what I can do to improve my work. Whether it be to speed things up or to find an easier and more efficient way of doing things, there is always room for improvement. Quality work also means adaptability. Being able to adapt to whatever is given to you, despite not having much experience with the given task, and still producing outputs that are up to standard. With these, being able to take the initiative to proactively seek ways to improve and being able to adapt to different situations, these are what my past colleagues would have described my work ethic.

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

The accomplishment that I am most proud of is a personal one. It was leading the Music Ministry at church at the time when I was living in Abu Dhabi. We would have our performance every month as well as special church Sundays. I arranged the pieces that we will play as well as organising practices during the week. As I was also working full-time, I managed my time so that it would not affect my performance at work. It was challenging, as it will take time for me to choose and arrange our music as well as scheduling our practices that align with all of our schedules. This also includes constantly communicating with the parents of the members for their permission as most of them were still at school. I've arranged music lessons to further enhance our skills as well as for those who would like to learn how to play an instrument. It was a humbling experience but also boosted my confidence in taking leadership roles. I am truly grateful to have had an experience like this.