

1. Tell us about something valuable you learned during your training with Pathcutters Affordable Staff, your studies, or previous experience. How do you believe this learning has prepared you to support a client?

Learning beyond the academic landscape is an opportunity to grow as an individual. The idea of being adaptable and flexible has always been something that I keep in mind, as I believe that through these there are opportunities that can nurture my growth as an individual or in my career. Using the same concept, I was able to embrace the training with an open mind, knowing that the tasks opened new aspects of the accounting field that are familiar but different. The training with Pathcutters affordable staff helped to put my academic knowledge plus the new knowledge and skills into application that would fit the Australian business aspect. Because of this, I am now more familiar with the systems, able to communicate better, and know how to navigate new applications that are relevant to the field. The new experiences in this training were able to mould me to be capable of providing quality service to my client and their business. I would be able to offer what I have learned to easily transition and adapt to their working environment, providing value beyond knowledge and skills. Thus, embracing challenges through being flexible and adaptable can open opportunities that build the person we become.

2. Share an example of a challenge you experienced during your studies, training, or previous work. How did you work through it, and what did you learn from the experience?

When things are uncertain, it might be difficult to see what is on the other side. This was the experience during the training, as there would be days that made me doubt whether I was doing the right thing or whether I was overanalyzing a concept and the likes. This was because everything was new in an unfamiliar environment wherein the setup was to mimic the actual work environment. But as the days went by, I learnt to adapt and be more confident in what I was doing, as I was able to grasp the task and expand my knowledge and hone my skills. This was also possible through hearing the feedback and using it to improve and avoid errors. Despite the uncertainty and fear, I must go on because I still need to deliver these outputs that are expected to test my abilities. Hence, my biggest takeaway from this experience is that I can trust myself and my skills to adapt to new environments and grow as an individual.

3. What methods or habits help you stay organised when managing multiple responsibilities or deadlines? Please include an example.

We are in an environment that is fast-paced, and it is easy to get lost in all the noise that surrounds us. The same thing goes into our work, which can sometimes be overwhelming with the pressure of time. To avoid being stuck in this situation, I learn to prioritise the tasks according to their urgency and my capability. Time management helps me to be able to utilise my resources to accomplish all the things that I need to do within a specific time frame. Furthermore, my experience was able to help me create a sort of system that can help streamline the task by the simple actions of file organisation, proper labelling, and many others. But sometimes it is inevitable that some things will take more time or encounter problems that cause delay, which is why it is important to be flexible to reassess and reallocate the time to

make an acceptable compromise that would have less impact on the overall workflow. I was able to apply this when I engaged in an academic organisation, wherein I was handling my responsibilities and my team without sacrificing my academic standing. Which at first was challenging, but as time went by, it was easier to handle. Thus, the simple habits and actions we take to organise can have an impact in handling multiple responsibilities.

4. Tell us about an achievement that you are proud of from your studies, training, volunteer work, or previous employment. Why was it meaningful to you, and what did you learn from it?

Education serves as a stepping-stone for a career in the corporate world. Hence, I will always be proud of completing my bachelor's despite all the challenges faced along the way. But beyond that, it is being able to complete and pass the training period in Pathcutters. Primarily because this was a new environment that required me to be more independent and trust myself in completing my tasks. Despite being overwhelmed by the new information and activities, I was able to go through them without compromising the quality of my output. This also allowed me to learn valuable skills in communication, application, or in general that I would be sure to use in the workplace. But something that has made a mark in this experience was to be able to take feedback and use it to improve and grow. Thus, I know myself that I would be able to adapt to new environments when I embrace them with the end goal in mind.

5. What qualities do you believe would help you become an excellent Virtual Assistant for Australian clients? Share an example of how you have demonstrated these qualities through your studies, training, volunteer work, or previous experience.

New experiences build new pillars, while my knowledge and skills serve as the foundation. I have always believed that I need to be flexible and adaptable when it comes to work, because this brings value to creating a work environment that is growth-driven. Beyond that are the non-negotiables such as tool navigation and familiarity of concepts, as these serve as the main function of my duties. Along with having a good foundation in terms of communication, this would help ease working together with the client and other people involved. Moreover, this field of being a virtual assistant would need good time management and resource allocation to deliver good service. But it is also important to put in mind that every task must be done with utmost attention to detail and further review for errors, especially because we are handling financial data. These concepts were all applied in training, as the activities were designed to mimic the working environment as a virtual assistant. Hence, I know that what I have learnt in training, in my education, and in life can all be applied in a job in this path that I have chosen.