

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?

Something valuable I learned during my training was to not be complacent with my work because the moment I do, I might overlook a mistake. I now understand that there is no harm in double-checking my outputs to constantly check if I missed things. However, that does not mean I completely ignore the time set for the task. Another important thing I have gained throughout the training process is to not overthink things and make it even more complicated for myself. Doing so could jeopardise the result of the tasks that I will present to the clients. I also learned several administrative tasks in relation to real estate and their importance. I have no background with a lot of the tasks other than the basic data entry and invoices, so I feel like this really has prepared me to support a client in this type of industry. Gaining knowledge on real estate itself is also a good preparation when supporting a client because I get to understand the purpose of what I am doing rather than doing things blindly.

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?

An example of a challenge I experienced during my previous experience as a creatives head was when I had to create all the main event posters for an online, three-day anniversary event on my own. The only creative brief I was given was a Bible verse, the event name, and the details per day. I was given three days to get it done. However, I was still a student at the time, so my time to focus on creating these posters was limited. To address the situation, I looked for inspiration photos and broke down the theme into three smaller details that I could assign to each poster. I created drafts, compiled the elements I could use, and drew the elements that I wanted to customize. In the end, I was able to execute my vision for the publication materials and only made a few changes to two out of three of them to fit the activities for that day (changed the background colour to be brighter, made one of the posters have a more retro feel, and changed the font on one of them). These materials were then posted on the Northern Mindanao sector Facebook page and were the main basis for posts in relation to the event. It was the time where I learned that when I get overwhelmed with the task before me, I should take a step back, take a moment to breathe, and divide things into smaller tasks.

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

A method I used to stay organized when managing multiple responsibilities or deadlines is to prioritise tasks based on how important it is and when it is needed. I also like to take things one at a time to not overwhelm myself by thinking about everything I have to get done. If I get stuck in a task, I like to step back and reread the instructions. However, if it feels too much at the time, I will put it on hold and transfer to the next task for the meantime because I will be wasting time staring at the task rather than be productive with other things. An example of which is doing the Lease Agreement tasks. Admittedly, there are a few items that I am unsure of and looking at the time I have spent on it so far, it will stop me from progressing with the rest of the

module. So, what I did was step back to collect myself and proceed with easier tasks instead of letting myself get stuck on one task for the rest of the afternoon.

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?

An achievement I am proud of is getting asked to help with the Creatives Ministry for events beyond the Bacolod chapter of an organization I have been part of since my university years. As I shared in one of the previous questions, I was once tapped as an assistant creatives head that had to create all the event posters for a Visayas-Mindanao event. I was also asked to help with the creatives team during a Visayas-Mindanao conference back in 2024. Moreover, prior to those events, I would also be asked to assist with other social media posts for sectoral events. It ranges from creating a post for highlights to conceptualizing the social media content we had to put out. These achievements are meaningful to me because that was when I developed an appreciation for art and its many forms, including graphic design. It became my escape from the hardships I encountered during college and the pandemic. At the time, I just considered it a side hobby that I had to do in between classes. And now, I realize that it can be something I can focus on in my career. One small poster I created for an online event opened many opportunities for me back then, and I have learned that it is something I really want to grow in professionally too.

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.

A quality I believe would help me become an excellent virtual assistant is adaptability. The training has taught me how to handle tasks that are beyond my knowledge, my skills, what I am comfortable with, and what I was thinking I initially signed up for. Yet, I still learned how to do my tasks to the best of my abilities. I took every feedback session as a stepping stone on how to be better. This also shows my willingness to learn. I believe that learning does not stop just because I graduated. There will be things that I will not be good at, but I am willing to learn how to do them if it means that I can perform well and be a good virtual assistant. I could have focused on just the creative tasks because that is something I know I can do, but instead I still try my best to understand various processes and execute them the best I can.