

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?

Pathcutters Affordable Staff is a new industry that I was not familiar with. I started as someone with a basic knowledge of the roles and responsibilities of a virtual assistant. Now, I can say that my attention to detail and work efficiency was honed further during the training. In my previous job, I was already meticulous about the quality of my work, as I have experienced working in the manufacturing industry. Mistakes were fatal and life threatening in some circumstances; it may cost resources and time; this notion made me who I am today. I have learned to value quality as well as efficiency in solving problems. I have also learned that with proper communication, we can save a lot of time and resources, and even misunderstandings will be prevented. I realized that learning is a life-long process; there is always something new to learn at every opportunity. Due to my experiences, ideas, traits, skills, and knowledge, I believe that I can support the client with their work, specifically in assessing situations with clarity and certainty.

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?

In every work, there is a certain challenge or difficulty that you may come across or encounter, in my part, I have encountered miscommunication or problems with disseminating information. The steps that I took to solve this problem are to communicate directly with coworkers and teammates and ensure to be objective in every situation. I have learned to view situations from different angles and to always review information before starting a certain task. Another problem that I recently encountered during training in Pathcutters Affordable Staff is that there was a problem with the file; it does not work when you open it, and the information inside cannot be saved. The steps that I took to overcome that certain trouble or problem are to always have a backup file in your OneDrive, close the application and restart again, and download the file once more. It is also a must that when you encounter a problem and have exerted all your efforts, you seek help with your trainer or any person with authority. In every difficulty and problem, I have learned to be calm and adapt to the situation at hand.

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

The methods or habits that have helped me stay organized when managing multiple responsibilities or deadlines are praying or meditating, staying hydrated, and having a checklist or note. For example, during this training, in every task that I encounter, I always pray or meditate before starting; it helps me stay composed and calm, and it also clears my head. I also ensure that I am hydrated, because I believe it helps keep my mind free from distractions. I always have a checklist or notes, because it organizes my priorities. I tend to follow the instructions in order, from the first one up to the next. I have a habit of using a methodical approach to things, for example, I used to take down notes or make a checklist to help me assess my workflow, and what needs to be done first, especially in my previous job as a Quality Assurance Analyst. There were a lot of things that needed to be done, like checking the area and supplies before starting my work and analyzing the situations first before I made a summary report. These habits or methods have helped me stay on track, prepared me for emergency situations, and ensured that I have completed my task responsibly.

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 that I am proud of is completing my task each day with no mistakes or errors. It is something that I can be proud of with gratefulness. It may be a small task, but having to complete a certain task while facing difficulties is no easy feat. For example, here in Pathcutters Affordable Staff, I have successfully completed some tasks with no errors, even though I have faced some technical problems. Adaptability is a skill most often overlooked in a workforce, and I am proud to say that I have adapted well in every new environment or circumstances and challenges. Another achievement that I am proud of is graduating from a university that specializes in engineering and technology. I never would have thought that I could even finish my degree on time, but having the grit to move forward and take the lessons with grace is something that I will always be proud of. This has prepared me to face hardships while welcoming new opportunities.

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.

The qualities that I believe would help me become an excellent Virtual Assistant for Australian clients are my adaptability, organizational skills, willingness to learn, and discipline. In my previous job, I encountered different people with diverse backgrounds and personalities. The real challenge was to solve a problem with the machine that we are handling, because it suddenly broke down. A lot of people were affected, and to solve that problem, communication is a must. We have managed to solve it through proper correspondence. In my first job at a Japanese company, I have learned the value of discipline. Skills and techniques can be acquired through proper training and guidance, but discipline is an important trait in handling everyday tasks, for example, arriving an hour early or before the allotted time is a sign of respect and reliability, and cleaning is a sign of effort in valuing things. Every day is an opportunity to learn, and I am always up for the challenge, for example here in Pathcutters Affordable Staff, there were a lot of new tools and information to be learned; I find it enjoyable to organize and manage files, and to learn new terms and apply it in a practical setting. These qualities or traits that I possess will help me establish a good working relationship with an Australian client.