

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?

While training with Pathcutters Affordable Staff, I learned new skills as they train you to become a better virtual assistant in a specific field. I am currently a trainee under the Real Estate and Property Management strand. The valuable learning that the bootcamp taught me is to be careful and accurate in doing your work. Being a virtual assistant is not an easy task, since you must be careful in handling your work or output with precision, accuracy, and carefulness. A concept that I would like this experience to relate to is "the Butterfly Effect." It is an idea that small things can have a big impact on the future. This is ultimately relatable to a virtual assistant's job or work. If you ever make a small mistake, it affects your future outputs and work, which can cause problems. That is how crucial precision and accuracy are here in Pathcutters Affordable Staff. They will mold you into a better version of yourself, as they want to provide quality assistants to their clients. On our first week of training, our trainer reminded us to prioritize accuracy, as speed will follow. Once you master becoming accurate on your work, then familiarity and speed will follow as well. Overall, these learnings can make me a better partner for my client, as they can trust me to do the job without supervising me and might as well entrust me with bigger projects, which can benefit me as well.

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?

I would start by stating an idea I always bring with me: "To be successful in life, you must accept all challenges that come your way." You can't just accept the ones you like." This means that in every obstacle you encounter, big or small, you will achieve greatness. With my 29 years here on Earth, I have experienced many challenges that made me who I am right now. One example that I could share is when I worked with my first company and my first-ever job. It was not easy to say. I must adjust to the work schedule, and the task at hand was new to me. First, I adjusted my sleep schedule since I have to work on a night shift. It took days for my body to adjust since I am used to waking up early in the morning, which I eventually adapted to by shifting my sleeping schedule in the morning. Also, I am an introverted person, and talking to other people personally and phone calls are not my strong suit. I worked on my communication skills and learned from my supervisors and quality trainers to communicate better. It was a long process, and eventually I got the hang of it. I brought those learnings to the second company I have been to. I have never realized that I will be working in a BPO company because of my personality, but I did, and it molded me into who I am now.

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

First, before I proceed to work or do things, I always ask for instructions. This is the most important step I have always taken. Without instructions, you will not be able to proceed with the task at hand. By the time that I have received and fully understood the instructions, I will devise a plan to approach the task at hand. Here organization is the key to a successful work or job done. You will never work properly if everything is in chaos. One example is the training bootcamp here at Pathcutters Affordable Staff. Once a task is given to me, I would organize the tabs into a single group and place them on each other so I would not get lost and cause chaos with my workspace. With this habit, my workspace would not be chaotic, and I would be able to work properly and orderly. As Thomas Mann once said, "Order and simplification are the first steps towards the mastery of a subject." I also create a system by prioritizing important tasks first. I always create a note, which will be a reminder that I have to prioritize this task before anything else. I also set a scheduled time for myself with that task so I will not get stuck on that task.

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?

The best achievement I always cherish is receiving feedback from other people. It may be my supervisors, trainers, or my family, and loved ones. Feedback is a confirmation that you are working diligently with yourself, and you can master your craft. You correct yourself in the process by evaluating how to be better at your work and providing you with 101% with the task at hand. One example is my 2nd week of training with Pathcutters' affordable staff. After deliberation with my trainer, I immediately worked on the feedback she provided to me. I changed those wrong habits and devised a way to make my system I created better. It is very fulfilling to me that I can provide a great output with the feedback I received. I always live by the quote "Feedback is the best teacher." It is a teaching tool that can affect a person holistically. With this I can understand the bigger picture or another person's perspective. Then I would identify what habits are important and what are needed to change. Then I will respond to that criticism or feedback positively.

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.

One piece of feedback I received from my trainer in this bootcamp is my communication skills. I can communicate properly and professionally, which is needed for handling Australian clients. As I undergo the training, I have observed that they are very particular with communication since it is the first step for good business. This quality I have will be an asset to my client, and we can build a better working environment. Another quality is compliance. I was trained by my parents to follow instructions to avoid miscommunications and issues. It is not just a quality but an important ability to practice in everyday life. By being compliant, you avoid making mistakes. I am good at organizing, which can be helpful to my future clients. By being organized, you are able to work efficiently and properly without compromising quality. Lastly, I am always positive and always joyous every day, which can benefit my clients and bring a positive outlook on a busy day. Being happy and positive every day can also affect how your day ends. That means being happy everyday makes you younger.