

ATHENA INTERVIEW PREP

Tell us about yourself

My name is Saline Mercy and I have a strong foundation in civil engineering. My internships in the field have not only honed my technical and problem-solving skills but have also developed my ability to manage complex projects and collaborate effectively. During these internships, I gained valuable experience in organizing workflows, performing precise calculations, and ensuring alignment with design specifications—skills that translate well into managing calendars, and emails, and supporting leadership teams. Additionally, I am proficient in tools like HubSpot CRM, Asana, advanced spreadsheets, and Google Workspace, which allows me to optimize productivity and adapt to evolving business needs efficiently.

What job does an XP do?

An Athena Executive Partner (XP) plays a crucial role in optimizing a client's time and priorities, helping them achieve both personal and professional goals. This includes managing calendars, scheduling, conducting research, and supporting communication internally and externally. An XP also takes initiative, building relationships with clients and their networks, ensuring that day-to-day operations run smoothly, and even tackling unique challenges based on the client's needs, such as organizing events or developing new skills to support them.

Why are you interested in this role?

I am deeply motivated by the opportunity to work alongside world-class entrepreneurs and business leaders, helping them achieve their goals. I thrive in dynamic environments and enjoy problem-solving and creating impactful results. The varied nature of the XP role at Athena excites me because it offers continuous learning and growth, both personally and professionally. This aligns perfectly with my desire to challenge myself, build new skills, and support others in achieving success.

What are your past experiences, and how did you handle your job?

I've had the opportunity to work in various roles that required technical precision, organization, and communication. As an intern at Manova Construction Company and Noitech Engineering, I was responsible for tasks like conducting surveys, performing calculations, and working with blueprints. In those roles, I handled complex tasks by focusing on organization and attention to detail, ensuring that project requirements were met accurately. I've also managed schedules, tracked project progress, and handled email communication, which are transferable skills I would bring to the XP role.

Why should Athena train and hire you?

Athena should train and hire me because I bring a unique combination of technical expertise, organizational skills, and a passion for helping others succeed. I have proven experience in managing multiple tasks efficiently, and I am highly adaptable, learning new tools and skills quickly. I also possess emotional intelligence and strong communication skills, which are

essential for building strong client relationships. I am eager to learn and grow in this role, and I am committed to delivering high-quality support to clients.

Why do you want to join Athena?

I want to join Athena because I am inspired by the company's mission to support clients in achieving both personal and professional growth. I admire Athena's focus on resilience, creativity, and building long-lasting partnerships. I am particularly excited about the opportunity to be part of a company that not only emphasizes personal development but also creates a collaborative and high-performance culture. Athena's commitment to ongoing learning and providing challenging, impactful work aligns perfectly with my career aspirations.

What is your understanding of the XP role?

The XP role involves managing a client's time and priorities, ensuring that they can focus on their goals by handling tasks like calendar management, communication, and relationship-building. It requires a proactive approach, where you take the initiative to surprise and delight the client, while also thinking strategically about how to optimize their workflow. The XP acts as both a partner and advisor, offering creative solutions to challenges and driving the client's success by being an indispensable resource.

What skills are needed for this role?

The key skills needed for the XP role include strong organizational abilities, time management, and excellent communication. The role also demands creativity, adaptability, and emotional intelligence to build rapport and manage relationships effectively. Tech-savviness is essential, as an XP must be proficient in tools like Google Workspace, project management apps, and other productivity tools. Problem-solving and initiative are equally critical for anticipating client needs and finding creative solutions to challenges.

What are your experiences with different apps and tools?

I have extensive experience with productivity tools and project management apps. For instance, I am proficient in HubSpot CRM and Asana, which I've used to manage tasks and workflows efficiently. I'm also skilled in advanced spreadsheet applications like Excel and Google Sheets, which I've used for data analysis and project tracking. Additionally, I am comfortable with Google Workspace tools, including Gmail, Calendar, Docs, and Sheets, making it easy for me to manage tasks, collaborate, and communicate effectively in a virtual environment.

What inspired you to apply here?

I was inspired by a content creator I came across on TikTok, who happens to be an employee at Athena. Their genuine enthusiasm for their work, along with the positive company culture they highlighted, caught my attention. Seeing how they seamlessly integrated their passion for creativity with their professional life at Athena sparked my interest, as it made me realize that Athena values individuality and fosters an environment where employees can thrive both personally and professionally. I also admire Athena's focus on building strong, supportive partnerships that help clients achieve their full potential while providing a collaborative

environment that encourages continuous learning and growth. The opportunity to work alongside top business leaders and contribute to their success is something that deeply excites me, and this alignment between my values and Athena's mission motivated me to apply and become part of this vibrant team.

What are your strengths and weaknesses?

My strengths include excellent organizational and time management skills, strong problem-solving abilities, and the ability to adapt to new tools and processes quickly. I am also a strong communicator and collaborator, with a proven ability to manage relationships and tasks effectively. As for weaknesses, I used to be overly detail-oriented, which sometimes slowed me down as I aimed for perfection. However, I've recently made significant progress in overcoming this by learning to prioritize tasks effectively. I now focus on balancing attention to detail with efficiency, ensuring that I meet deadlines without compromising the quality of my work. This shift has helped me become more productive while maintaining high standards.

I was inspired by a content creator I came across on TikTok who also happened to be an employee at Athena. Their genuine enthusiasm for their work, coupled with the positive company culture they highlighted, really caught my attention. Seeing how they seamlessly integrated their passion for creativity with their professional life at Athena sparked my interest in the company. It made me realize that Athena values individuality and fosters an environment where employees can thrive both personally and professionally. This alignment between my interests and the company's values motivated me to apply and be a part of the vibrant team at Athena.