

Tablatin, Armaine Jhen B.



Education

**BACHELOR OF SCIENCE IN
TOURISM MANAGEMENT
DE LA SALLE UNIVERSITY - DASMARIÑAS**
July 2017



Experiences

APPLICATION MANAGER GRADFIRST

June 2025 - present

- Qualified and guided prospective students through application and enrolment
- Scheduled interviews and supported preparation and offer acceptance
- Managed communications via WhatsApp, Zoom, email, and spreadsheets
- Maintained accurate records and updated tracking systems

INSURANCE AGENT PRU LIFE UK

March 2021 - present

- Spreads financial literacy in ph
- Shares the importance of insurance and investment

CONTENT VIRTUAL ASSISTANT ADVON COMMERCE

March 2021 - September 2024

- SEO
- Interlinking and backlinking
- Authority linking
- Content optimization
- Blog building
- E-commerce

PASSENGER SERVICE AGENT PHILIPPINE AIRLINES

March 2018 - October 2020

- Handles passenger's flights and assists them with their needs
- Manages baggage concerns (lost, pilfered and damaged baggage)
- Works on issuing passenger's refund and relaying it to them



Contact



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Dasmariñas City, Cavite



Skills

- Customer Service
- Word Tracer (Sabre and Amadeus)
- SEO Analytics
- Wordpress
- E-commerce
- Insurance and Investment
- MS Office Word, Excel (basic), and Powerpoint