NOELLE DACAYO

Full Stack Developer | Exploring Cybersecurity and Data Visualization
noelle.dacayo@gmail.com | [LinkedIn](#) | [GitHub](#) | Toronto, ON

TECHNICAL SKILLS

Programming:

- Python, Java, C#, SQL, PHP, HTML, JavaScript, CSS, TypeScript, Vue.js, React.js, Next.js, Node.js

Tools & Platforms:

- WordPress, Shopify, Squarespace, Trello, Jira, Figma, Visio, MS Word, Excel, PowerPoint, Teams, Outlook, Google Analytics, PowerBI, Selenium, ChatGPT, Copilot, Google AI Studio, Gemini, Manus.ai, Canva, [GitHub](#)

WORK EXPERIENCE

Full Stack Developer – Platform & Security

SimpleBasics – Toronto, ON   April 2025 – Present

- Conducted cybersecurity assessment using NIST CSF, identifying key risks and solutions.
- Maintained DNS and domain configurations to ensure consistent brand presence across platforms.
- Integrated Power BI with Google Analytics to visualize performance metrics.
- Set up and managed Google Workspace, including Gmail, Drive, Calendar, Docs, Sheets, Forms, Meet, and Admin Console. Handled domain verification, DNS records, and email routing.
- Configured Zoho Mail with custom domain email, managing MX, SPF, DKIM records, user accounts, and security settings through Zoho Admin.
- Created and edited branded visuals using Canva, supporting digital campaigns and ensuring consistent visual identity across platforms.

Assistant – Risk Management

Durham College - Oshawa, ON   September 2024 – April 2025

- Tracked business and academic field trip dates for insurance documentation, ensuring accurate records and compliance.
- Developed Excel dashboards to monitor key risk and administrative metrics, streamlining internal reporting.
- Organized and maintained sensitive documentation, including insurance policies, contracts, and regulatory files, with strict attention to confidentiality and accessibility.
- Created detailed user guides for navigating and updating data tools, enhancing team efficiency across technical skill levels.
- Managed contract preparation, organization, and tracking to support compliance and operational needs.
- Tracked scheduling of all on-campus and off-campus events to prevent overlaps and ensure timely insurance and compliance documentation.

Assistant Web Developer – Communications & Marketing

Durham College - Oshawa, ON   May 2024 – August 2024

- Maintained and updated website functionality, aligning with branding, accessibility standards, and institutional messaging.
- Contributed to the development of a new interactive map for all Durham College campuses, enhancing user navigation and experience.
- Partnered with the design team to translate their vision into functional, interactive front-end

elements, ensuring a seamless user experience.
- Conducted usability testing and actively gathered user feedback to refine and enhance the map's functionality, ensuring an optimal user experience.
- Contributed to the design and development of the new program slider.
- Wrote code documentation, ensuring clarity in development processes, functionality, and integration for future maintainability.

Help Desk Assistant – ID & Access Management

Durham College - Oshawa, ON   September 2023 – April 2024
- Provided technical support for digital ID access issues, including untethering credentials from mobile devices and troubleshooting student and staff inquiries.
- Managed and updated the student ID database, ensuring accurate and secure record keeping across platforms.
- Supported hardware setup by creating physical ID cards, proxy badges, and placement credentials using specialized equipment.
- Processed reissuance and revocation of digital bus passes in alignment with campus policies and timelines.
- Acted as a first point of contact for ID-related technical issues, delivering responsive, user-focused service in a high-traffic environment

Cake Decorator

Cupcake Junkie Bakery & Café - Whitby, ON   September 2020 – November 2021
Bake Sale - Toronto, ON   March 2019 – August 2020
Patricia's Cake Creations - Toronto, ON   January 2018 – February 2019
- Delivered personalized customer service by translating client requests into custom cake designs, demonstrating attention to detail and active listening.
- Edited client-submitted images using Adobe Photoshop to ensure proper sizing and placement for decoration, enhancing final presentation and quality
- Managed inventory systems and coordinated supply restocking, optimizing operational efficiency.
- Maintained a clean, organized, and compliant work environment, adhering to health and safety protocols.
- Collaborated with team members to meet tight deadlines and high-volume orders, showcasing adaptability and time management.

Maple Leaf Lounge Hostess

Compass Group Canada - GTA, ON   March 2017 – August 2017
- Provided high-touch customer service in a fast-paced, premium hospitality environment, addressing guest needs with professionalism and discretion.
- Monitored and maintained buffet and bar areas, ensuring consistent availability and presentation of offerings.
- Responded to guest inquiries and resolved issues promptly, enhancing the overall lounge experience.
- Maintained cleanliness and readiness of guest areas, contributing to a seamless and welcoming atmosphere.

EDUCATION

Advanced Diploma in Computer Programming & Analysis

Durham College - Oshawa, ON   April 2025