NOELLE DACAYO

Full Stack Developer | Exploring Cybersecurity and UX
[LinkedIn](#) | [GitHub](#) | Toronto

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

Financial Administrative Assistant

AI Financial – Toronto, ON   September 2025 – Present
- Verified client identifications and documentation to ensure accuracy and compliance.
- Identified and resolved discrepancies in sensitive data, ensuring compliance and accuracy.
- Communicated with clients, advisors, and third-party institutions to resolve issues and clarify documentation.
- Coordinated with banks and insurance providers to support account setups, loan processing, and documentation delivery for clients and advisors.
- Managed multiple cases simultaneously, maintaining detailed records and timelines.
- Reported bugs and troubleshooting issues in internal systems, collaborating with tech teams to resolve them.

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.

Full Stack Developer – Intern

Graymatter Marketing + Media - Pickering, ON   April 2025 – May 2025
- Designed and developed a Chrome extension featuring an interactive pet.
- Configured domains via cPanel to support client hosting environments.
- Customized a Make.com workflow using Apify and Gemini to summarize YouTube transcripts and log insights in Google Sheets.
- Structured an inventory management web app, using Firebase for seamless data handling.
- Created web page layouts using Figma, ensuring user-friendly, structured designs.

Assistant – Risk Management

Durham College - Oshawa, ON   September 2024 – April 2025

- Developed Excel dashboards to monitor key risk and administrative metrics, streamlining internal reporting.
- Organized and maintained sensitive documentation, including insurance policies, contracts, and litigation records, 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 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.

Web Content Assistant – 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.

Campus ID Student Coordinator

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

- Delivered custom cake designs and edited client images using Photoshop.
- Maintained inventory systems and ensured a clean, compliant workspace.
- Collaborated with teams to meet tight deadlines and high-volume orders.

EDUCATION

Advanced Diploma in Computer Programming & Analysis

Durham College - Oshawa, ON   April 2025

Diploma in Baking and Pastry Arts Management

Humber College – Toronto, ON   April 2019