



Dayle Martin Lumibao

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Education

Bataan Peninsula State University

June 2014 – June 2019

Bachelor of Science in Information Technology

Major in Network and Web Application

Experience

Quantumkey Solutions and Services Inc.

August 2018 – March 2020

Administrator / Document Control

I worked as a regular BPO employee as a Collections Agent, where I assisted the company in recovering loans and reminding clients of their outstanding payments. I handled customer inquiries, and resolved technical issues. I also trained new employees and assisted in improving team processes.

Department of Education-Schools Division of COB

June 2020 – August 2023

IT Intern / IT Support

I started as an intern and was later brought on to work with the network team, where I helped resolve communication issues and improve operational efficiency. I also provided support by editing and troubleshooting the department’s website, as well as assisting with hardware repairs and technical issues.

Pancathan Digital Solutions UAE

January 2024 – June 2024

Sales/Marketing Representative

I worked as a Sales and Marketing Representative, responsible for identifying and reaching out to potential customers, building relationships, and presenting products and services. I developed sales strategies, collaborated with the marketing team, and negotiated deals. Additionally, I maintained CRM records, conducted market research, and provided excellent customer service to ensure client satisfaction.

Reluxe Global Real Estate L.L.C

November 2024 - April 2025

Administrative Assistant

As an Administrative Assistant, I provided comprehensive support by managing schedules, coordinating meetings, and handling correspondence. I organized and maintained office files, processed invoices, and assisted with data entry and reporting. Additionally, prepared presentations, and ensured smooth day-to-day operations by addressing various administrative tasks efficiently. My role also included liaising with clients and vendors, ensuring effective communication and timely responses to inquiries.

Technical Skills

- HTML & CSS
- Operating Systems
- Microsoft Office
- Photoshop
- PHP
- C#
- Visual Basic
- Troubleshooting