Geomar Dalaoyan
Information Technology

📞 0905-449-5498

✉️ giodalaoyan@gmail.com

📍 Moreno Street, Poblacion Dist. II, Brookes Point, Palawan

ABOUT ME

Hi, I'm a Virtual Assistant specializing in CRM management, administrative support, email handling, scheduling, data entry, customer service, and project coordination. I'm organized, detail-oriented, and tech-savvy, helping businesses run smoothly and efficiently. With a passion for productivity, workflow optimization, and problem-solving, I ensure tasks are handled professionally and on time.

SKILL

- Live chat & customer support
- CRM management
- Basic content creation (Canva, CapCut)
- Client follow-ups & relationship management
- Languages: Html, CSS, Javascript
- CSS Frameworks: Tailwind, Pure CSS, Bootstrap
- Web Development: Responsive Web Design, Cross-Browser Compatibility, Mobile-First Design
- Javascript Frameworks: Angular, vue.js
- Version control tools: git
- VCS hosting platform: github

SOCIAL MEDIA

web.facebook.com/geomar.dalaoyan.9/
github.com/giyosphere

EXPERIENCE

ACCOUNT SPECIALIST
Du ek sam
08 July 2018
21 July 2019

INSTRUCTOR I
Palawan State University
01 September 2019
04 December 2022

DATA CONTROLLER I
Southern Palawan Provincial Hospital
01 July 2023
31 December 2024

EDUCATION

PALAWAN STATE UNIVERSITY
05 June 2013
15 April 2016

BROOKE'S POINT NATIONAL HIGH SCHOOL
02 June 2008
17 April 2012

BROOKE'S POINT CENTRAL SCHOOL
01 June 2003
April 16, 2008