

# **LESTER V. DIESTRO**

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## **OBJECTIVE**

Detail-oriented and dependable Data Encoder applicant seeking a position at Optiquest Hospital. Skilled in accurate data entry, record verification, and maintaining strict confidentiality to support efficient hospital and administrative operations.

## **PROFESSIONAL SKILLS**

- Data Encoding, Validation, and Verification
- MS Word, Excel, and PowerPoint
- High Attention to Detail and Accuracy
- Time Management and Task Prioritization
- Fast Learner and Well-Organized

## **HEALTHCARE-RELEVANT SKILLS**

- Handling Confidential and Sensitive Records
- Understanding of Data Privacy and Compliance
- Accurate Encoding of Medical and Administrative Data
- Document Control and Filing Systems
- Support for Clinical and Office Staff

## **PROFESSIONAL EXPERIENCE**

### **School Office – Filamer Christian University**

*OJT Intern / 2026*

- Encoded and verified student and office records with consistent accuracy
- Maintained organized digital and physical documents
- Followed strict confidentiality and data privacy guidelines
- Assisted administrative personnel with daily clerical tasks

## **EDUCATION**

### **College**

Filamer Christian University

Capstone Project: Interactive Game for Learning Capiznon Language and Culture

### **Senior High School**

Hercor College – High School Department

### **Elementary Education**

Don Amando Bayot Sr. Memorial Integrated School