

# LESTER V. DIESTRO

Roxas City, Capiz, Philippines | 0910 074 1140 | lesterdiestro2@gmail.com

## OBJECTIVE

Detail-oriented and dependable Data Encoder applicant seeking a position at Optiquet 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