

CARLOFER BRAZA

ABOUT ME

Information Technology Student with a practical approach to software development. Brings established professional maturity and rigorous attention to detail from prior workforce experience. A disciplined learner dedicated to executing technical tasks with accuracy and reliability.

WORK EXPERIENCE

Clinic Receptionist / Data Encoder at Buhangin Medical Clinic and Diagnostic Center, Davao City

February 2020 – December 2020

- Managed patient inquiries both in person and over the phone, providing clear and courteous assistance
- Encoded and organized patient information and medical records accurately
- Prepared and released patient results while maintaining confidentiality
- Assisted with front desk operations and daily administrative tasks

Mobile Clinic Drug Test Encoder at Buhangin Medical Clinic and Diagnostic Center, Davao City

- Encodes and validates drug test results collected during mobile clinic operations
- Ensures accuracy and completeness of patient and test-related data
- Coordinates with clinic staff during on-site deployments and high-volume testing days
- Maintains strict confidentiality and compliance with data privacy standards
- Assists with basic administrative tasks as needed during field operations

CONTACT

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EDUCATION

Holy Cross of Davao College, Bachelor of Science and Information Technology

Davao City National High School, TVL-CSS

SKILLS

Programming Languages

- Python
- Java
- C#

Web Development

- React
- HTML/CSS

Database Management

- SQL
- Firebase

Tools

- Git/GitHub
- VS Code

Data Management

- High-Volume Data Entry
- Record Accuracy
- Database Updating

Compliance

- Patient Confidentiality
- Data Privacy & Security