

**EVELYN F. DELOS SANTOS RN, LPT**  
**License No. 0470950**

#254 General Ordonez St. Marikina Heights, Marikina City  
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**DESIRED JOB:** Nurse/Nursing Assistant

### **PROFESSIONAL EXPERIENCE**

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August 2018 – November 2020 : Marikina Valley Medical Center Inc.  
Staff Nurse  
Bed Capacity: 157

#### ***Task and Responsibilities***

- Ensures efficient and coordinated clinic flow by coordinating and planning clinic activities; communicate patient needs; make referrals; serves as a resource person of insurance information.
- Delivers direct patient care; assess patients physical, psychosocial and/or emotional needs; provides patient and family teaching; triages patients and informs physicians as needed; orders supplies; stocks and maintain patient's rooms; sterilizes instrument.
- Administer medication as assigned; serves as a resource person for knowledge of medication uses, side effects, and dosage; checks for proper medication order; document medication; obtained required consent forms to administer immunizations.
- Performs other duties as assigned.

June 2016 - May 2018 : School Nurse/Preschool Teacher  
Preparatory Education for Early Learners Inc.  
Marikina City

Nov. 26, 2011 – June 8, 2015 : Derma and Aesthetic Surgery Nurse  
Eve Beauty Clinic

*Block 1, Building no. 11 + 30 floor 16, Haroun Al-Rasheed Street, Salmiya Kuwait*

### **Job duties and responsibilities of a Plastic Surgery and Dermatology Nurse**

- Assist Surgeon in performing botox, fillers and mesotherapy Treatment procedures.
- Pre, Post-Operative Management: Preparing the patient for Surgical Procedures like Laser liposuction, Blepharoplasty, Lip Reduction, Mini Face lifting.
- Attending to the patient during surgical procedures.
- Post-operative Care: Avoidance of complications.
- Assessing and preparing the patient for surgical procedures.
- Assisting the surgeon during removal of drain, sutures and post of dressing.
- Scheduling patient for follow up visits.
- Performing Venipuncture and IV therapy.
- Administering IM injections such as pain reliever post operatively according to doctor's order.
- Monitoring and post of dressing and compression garments.
- May counsel patients and their families on health related issues.
- Administer medications and treatment prescribed by physician in accordance to policies and protocols.
- Monitor assess, address document and report symptoms and changes in patients condition.
- Home care teachings and counseling to patient especially post op dressings to prevent infections.
- Promote and implement discharge planning upon admission patient.

July 8, 2010 – October 2011 : Asian College of Science and Technology  
Quezon City, Philippines

### **Faculty/Clinical Instructor, College of Nursing**

- Educates, teaches and assists students actualize and make use their indigenous values, qualities and potentials
- Molds, trains, hones and prepares students to be a productive part of families, communities and industries
- Follow up nursing students in their Related Learning Experience (R.L.E.) Amang Rodriguez Memorial Medical Center and Salve Regina Hospital
- Clinical Instructor for Quirino Memorial Medical Center and Marikina City Health Department

Aug. 6, 2008 – April 29, 2009 : Pediatric Ward

April 30, 2009 – June 4, 2010 : OB Ward

June 5, 2010 – Dec. 18, 2010 : Surgery Ward

Dec. 19, 2010 – May 18, 2011 : Optha/ENT Ward

*Jose Reyes Memorial Medical Center, Manila Philippines*

*Staff Nurse*

*Bed Capacity: 350*

## **Job Summary**

Responsible in the management and supervision of all nursing activities in the unit.

Specific duties and responsibilities:

- Performs medical orders related to tubes, diets, IV infusion, catheterization and right administration of drugs, measures patient's input and output, central venous pressure level, level of consciousness and monitors vital signs.
- Acquires initial measures during emergency, acts within the scope of nursing practice, assists to maintain life and function accordingly, and stays with the patient until competent help arrives.
- Prepares comprehensive care plans for disabled and other patients, and makes corresponding reports relative therewith.
- Notifies the doctor/s for any untoward patients' reaction to medication and treatment and blood administration.
- Reviews clients' care charts on regular basis ensuring that they are continuously aware of each client's medical care plan.
- Gives patients the proper information regarding any medical preparation to be done.
- Reports to and works closely with management and various other administrative support staff to ensure the overall wellbeing of each client.
- Visits each client regularly and assesses the nursing care being administered by the junior staff.
- Supervises and gives specific assignments to nursing students, nursing assistants, caregivers, indicating priorities and supportive services to be provided to each disabled and elderly patients that they perform their task effectively, especially in the aspects of patients' care and Activities of Daily Living.
- Projects a spirit of readiness in the area of Care Management and Administration to assume a lead role in team work, especially in the absence of either the head nurse or clinical manager or both in the nursing department as may be delegated, including any pertinent managerial functions/responsibility assigned, so that all documents, data and information are properly dated, recorded and accounted for at the end of any given day.
- Participates in the orientation of new team members.

June 3, 2004 - August 10, 2005 : Clinic Nurse

*Chosen Care Clinic, #2A Road 1, Project 6, Quezon City*

## **EDUCATION**

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### POST GRADUATE

- 2015 – 2016    MARIKINA POLYTECHNIC COLLEGE  
Continuing Professional Education (CPE)  
Marikina City
- 2008 - 2010    PHILIPPINE WOMEN'S UNIVERSITY  
Master of Arts in Nursing  
Major: Nursing Administration and Management (30 units)  
Taft Avenue, Manila

### COLLEGE

- 2002 - 2004    ARELLANO UNIVERSITY  
Bachelor of Science in Nursing  
Legarda, Manila
- 2000 - 2002    CENTRO ESCOLAR UNIVERSITY  
Associate in Science and Health Education  
Mendiola, Manila

### HIGH SCHOOL

- 1997 - 2000    ST. VINCENT SCHOOL  
#99 West Avenue, Quezon City
- 1996 - 1997    ST. MARY'S COLLEGE  
Mother Ignacia St, Quezon City

### ELEMENTARY

- 1990 – 1996    ST. VINCENT SCHOOL  
#99 West Avenue, Quezon City

## **ELIGIBILITY**

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### **Philippine Nurse Licensure Examination**

Date of Examination:    December 1 - 2, 2007

Place of Examination:    Manila, Philippines

### **Licensure Exam for Teachers**

Date of examination:    March 2017

Place of Examination:    Manila, Philippines

### **Ministry of Health Kuwait License Nurse**

## PROFESSIONAL ORGANIZATION

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### Philippine Nurses Association

- Member

## PERSONAL PROFILE

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AGE: 39 years old  
SEX: Female  
DATE OF BIRTH: November 04, 1981  
PLACE OF BIRTH: Paoay, Ilocos Norte Philippines  
NATIONALITY: Filipino  
RELIGION: Pentecostal  
HEIGHT: 5'1"  
WEIGHT: 50 kgs.  
MARITAL STATUS: Married

## INTERESTS AND SKILLS

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Reading, Research and Computer skills

## LANGUAGES SPOKEN

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English, Filipino and Ilocano

## SEMINARS/TRAININGS ATTENDED

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### **Nursing Updates on *BASIC LIFE SUPPORT***

June 29, 2006

Amang Rodriguez Medical Center, Conference Room

### **Nursing Updates on *BASIC ECG INTERPRETATION***

June 29, 2006

Amang Rodriguez Medical Center, Conference Room

### **Refresher Course on Intravenous Therapy for Nurses "*DOSAGE AND SOLUTIONS*"**

August 11, 2006

Amang Rodriguez Medical Center, Conference Room

### ***BASIC LIFE SUPPORT – CPR TRAINING FOR HEALTHCARE PROVIDERS***

August 17 – 18, 2006

Amang Rodriguez Medical Center, Conference Room

### **2<sup>nd</sup> Workshop on Diarrheal Diseases in Children**

October 4, 2006

Amang Rodriguez Medical Center, Conference Room

**Old Problems Emerging Concerns in Pediatric Practice**

September 20-21, 2007  
CVJ clubhouse, Marikina City

**Caregiver NC-II**

June 22, 2007  
Good Samaritan Assessment & Educational Center, Inc.

**Newborn Care Until the First Week of Life**

September 18, 2009  
Quirino Memorial Medical Center, Conference Room

**1<sup>st</sup> Mentoring Program, Asian College of Science and Technology, Q.C.**

August 6, 2010  
ACSAT – Center, Aurora Blvd., Quezon City

**DALAW KALINGA FOUNDATION**

January 16, 2011  
Luneta Grand Stand, Manila Philippines

**First Aide and Rescue Team of the National Christian Life College**

February 4, 2011  
Marikina Sports Center, Marikina City

**MASS CIRCUMCISION 2011**

May 18, 2011  
Marikina Sports Center, Marikina City

**CHARACTER REFERENCES**

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\*Available upon request

Thank you for taking the time to consider this application and I look forward to hearing from you in the near future.

Yours's sincerely,



Evelyn F. Delos Santos RN, LPT