



# Shiela May

Delos Santos

REGISTERED NURSE

## CONTACT ME

📍 Block 6, Lot 6  
Camella Sto.  
Cristo GapanCity,  
Nueva Ecija  
Philippines, 3106

✉️ shielamay\_delos.santos  
@yahoo.com.ph

☎️ +63 (936) 528 3647

## SKILLS

Effective Communication

Critical Thinking

Flexibility and Adaptability

Commitment to Learning

Attention to Detail

Conflict Resolution

Initiative and Strong Work Ethic

## WORK EXPERIENCE

### Private Duty Nurse

Mrs.Edna Mangulabnan  
July 2020 - January 2022

Provided in-home medical assistance

Assessed the physical and emotional needs of patient

Administered medications and Assisted with feedings

Monitored patient vitals and take blood pressure readings

Assisted with other total nursing care duties

Completed patient care documentation and other paperwork

Made independent clinical decisions when necessary

### Nurse Auditor

ACSPRO Global Solutions INC.

August 2019 – June 2020

Reviewed daily in-process report for new assigned claims

Requested documentation from Office Assistant needed to complete

clinical review of assigned claims

Reviewed coding of professional bills utilizing requested procedural notes

Reviewed itemized bill and medical records for medical appropriateness

and inconsistencies by performing a line by line clinical review of claim

Researched unfamiliar procedures as needed via web

Contacted provider's representative to resolve billing issues

Contacted provider's representative to negotiate claim

## EDUCATION

Bachelor of Science in  
Nursing  
Dr. Gloria D. Lacson  
Foundation Colleges Inc.  
2013

High School  
Camella- Southern  
Nueva Vizcaya Institute  
2006

## QUALIFICATIONS

Philippine Nursing  
Licensure Examination  
Board Passer

Registered nurse in the  
Philippines

Efficient in using Microsoft  
Office

## REFERENCES

Available upon request.

## WORK EXPERIENCE

### **Personal Care Worker**

Baptista Oi Kwan Servico de Macau  
October 2017 - November 2018

Ensured clients receive medication on time  
Assisted clients with physical therapy exercises  
Cooked meals according to the clients' restrictions  
Provided necessary housekeeping to maintain a clean  
environment  
Provided emotional support  
Informed physicians about uncommon events

### **Private Duty Nurse**

Mrs. Igmedia B. Viray  
April 2013 - April 2014

Monitored patient's condition and assessed their needs to  
provide the best possible care and advice.  
Observed and interpreted patient's symptoms and  
communicating them to physicians  
Responded effectively to requests or concerns from client's  
Provided quality care and nursing in a variety of areas with  
warmth and compassion  
Completed tasks with a high level of professionalism,  
expertise, and competency  
Provided on-call service as required