Kevin Dimayuga

k.dimayuga22@gmail.com | (630) 532-0328 | Chicago, IL | LinkedIn | GitHub

EDUCATION

Concordia University Chicago | GPA: 4.0   **August 2020 – May 2022**
Masters of Business Administration

University of Illinois at Chicago (UIC) | GPA: 3.0   **August 2013 – December 2017**
Bachelor of Science in Kinesiology | Minor in Psychology

EXPERIENCE

Code Ninjas   **Glenview, IL**
Code Sensei (Code Instructor)   **February 2023 - Present**
- Instructed children from age 5-14 on learning coding skills in Scratch, JavaScript, C# and Unity
- Guided students using various learning modules and provided feedback to parents
- Assisted with technical support during school curriculum
- Reported daily to the Center Manager to discuss responsibilities, tasks, accomplishments, etc.

University of Illinois at Chicago (Business Career Center)   **Chicago, IL**
Program/Student Advisor (Recruiting Coordinator)   **August 2022 - Present**
- Coordinated and navigated over 150 employers and 500 students during UIC's Business Career Fairs
- Responsible for coordination and administration of Handshake career/job software system
- Assisted with logistics of on-campus recruiting, resumes, and day-to-day office operations
- Organized corporate site visits, office hours and information sessions with employers
- Involved in University Search Committee to help select and hire staff

Northwest Community Hospital   **Arlington Heights, IL**
Patient Access Specialist II (PAS II)   **May 2021 - August 2022**
- Performed complete and accurate registration, admission functions and patient scheduling in Epic
- Managed over 50 calls on a daily basis at a high-volume call/business center
- Completed a 90-day Epic system and PAS training program within 45 days
- Collaborated cross-departmentally with insurance, radiology and lab to complete patient registration and scheduling

Athletico Physical Therapy   **Chicago & Hanover Park, IL**
Rehabilitation Aide/Front Desk   **August 2017 – December 2020**
- Aided therapists with a caseload of up to 14 patients and assist with any patients exercises and modalities
- Worked with nurse, case managers and medical insurance authorization
- Performed administrative duties, managed patient schedules and processed payments

Tropical Smoothie Cafe   **Chicago, IL**
Shift Lead/Associate   **August 2016 – August 2018**
- Assigned tasks and delegated responsibilities to all crew members on a daily/weekly basis
- Responsible for all sales transactions and recorded daily cash records

Starbucks   **Hanover Park, IL**
Shift Manager/Barista   **August 2014 – August 2016**
- Led a team of up to 5 baristas in providing exceptional service to 100+ customers
- Assisted manager with ordering, inventory and invoices for all products on a weekly basis
- Performed and multitasked between drive-thru, managing the bar and product restocking

PROJECT/LEADERSHIP/VOLUNTEER EXPERIENCE

MBA Projects and Case Studies   **August 2020 - Current**
- Developed product marketing strategies and plans to enter third world countries
- Created a product and analyzed the market and business implementation (Capstone project)
- Studied organizational behavior, managing human capital, financial and global management and strategies for innovation and entrepreneurship

SKILLS/CERTIFICATES

- Proficient in Microsoft Office apps, Google apps, Outlook, Teams, EPIC and Handshake
- Experience with Scratch, CSS, HTML and enrolled in Northwestern's Coding Bootcamp
- Exceptional typing speed and accuracy (105 WPM, 100% accuracy).
- Excellent problem-solving, technical, administrative and customer service skills
- Skillful in telecommunications, critical thinking, complex problem-solving and collaboration
- Passion for technology, business, gaming, sports, and health/wellbeing