

Kilimba Dyauli

U.S. Citizen ▪ Roseville, MN ▪ (651) 968-6517 ▪ dyaul003@umn.edu

Education

University of Minnesota – Twin Cities

College of Continuing & Professional Studies

Graduated May 2019

Bachelor of Applied Science in Health Services Management

Cumulative GPA: 3.67

Wartburg College

College of Business

Fall 2015 - Spring 2016

Cumulative GPA: 3.32

Experience

Park Dental

Roseville, MN

Insurance Verification Specialist (40 hrs/ per week)

Dec 2020 - Apr 2021

- Verified insurance eligibility, plan benefits, coverages and limitations for pre-scheduled patients
- Communicated with team members on benefit changes for various providers
- Interfaced with payers, patients, and team members to obtain missing information
- Ensured accuracy in order to meet department and company goals

Be The Match - National Donor Marrow Program

Minneapolis, MN

Accounts Payable Specialist (40 hrs/ per week)

Dec 2019 - Nov 2020

- Reviewed and processed donor/courier expense reports
- Communicated with suppliers to ensure timely payments are made
- Routed and processed invoices
- Maintained current accounts for 30% of the suppliers at Be The Match
- Developed a better understanding of management through weekly meetings

Agiliti - Regions Hospital

Saint Paul, MN

Hospital Service Technician (40 hrs/ per week)

Jun - Aug 2019

- Responsible for equipment management tasks within the hospital
 - Conducted equipment tracking rounds throughout patient rooms
 - Communicated with clinical staff on the topics of equipment features, functionality, etc.
 - Ensured prompt and courteous services while complying with patient privacy laws
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Skills

- Able to work independently
- Written/verbal communication
- Microsoft Programs
- Google Applications
- Customer service
- Detail-oriented
- Comfortable with technology