Brad Kaes

808 Riverview Drive Apt. 9A Columbus, Ohio 43202

brad.kaes @gmail.com

513.314.7915

About Me

I am a bright and driven Information Systems student who loves solving problems and helping others. I am highly adaptable, passionate, inventive, and willing to learn.

Experience

Ohio State University / Computer Science Grader
January 2020 – PRESENT, COLUMBUS, OH

- Grade assignments for a Software Requirements Class
- Provide input for professor when requested

Signature Closers / Bookkeeper
OCTOBER 2016 – PRESENT, COLUMBUS, OH

- Process payments and invoices
- Handle and prepare large payments for deposit
- Reconcile accounts receivable
- Prepared requirements for a new proprietary software system

TriHealth / Certified Pharmacy Technician
JUNE 2013 – DECEMBER 2018, CINCINNATI, OH

- Received written prescription or refill requests and completed data entry
- Trained new employees
- Sent prior authorizations and insurance problems
- Maintained an RxMedic Robot
- Answered telephones, responding to questions or requests from patients and hospital staff
- Prepared compounds according to written instructions
- Cleaned and maintained equipment and work areas
- Ordered, labeled, and counted medications and supplies
- Operated cash registers

Education

The Ohio State University / B.S. Information Systems
Expected May 2020, Columbus, OH

Skills & Certifications

- State and Nationally Certified Pharmacy Technician (ExCPT)
- Quick learner
- Experience in Java, HTML, CSS, JS, SQL
- Works cohesively with coworkers and supervisors
- Invested in continual self-improvement

References

Tracy Shugar / Pharmacist
TriHealth, 513.293.3344

Mark Fleming / CEO
Signature Closers, 614.448.7750