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# David Ready

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<https://github.com/dave-ready>

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## Summary

Student enrolled at Columbia Engineering's Coding Bootcamp at Columbia University with a background in Political Science. Strong technical proficiency with work history as both a Bookkeeper and Bicycle Courier. Pursuing a career in Web Development, knowledgeable in HTML, CSS, Javascript, Bootstrap, jQuery, API's and Github.

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## Experience

**JP's Courier Service - Courier/Dispatcher** *04/2013 - Current*  
New York City, NY

- Performed basic courier duties on bike and via NYC Subway and Bus routes, in addition to dispatcher duties(starting 2018).
- Developed understanding of most efficient routes to take for deliveries to avoid high traffic and construction areas.
- Maintained accurate documentation for pickups and deliveries and handed in reports after each shift.
- Oversaw receipt, storage, identification and delivery of packages.
- Used strong time management skills to coordinate parcels for prompt delivery.

Dispatcher Duties:

- Answered questions from customers regarding shipments and deliveries and provided updated estimated times of arrival.
- Greeted customers with pleasant demeanor, answered questions and responded to inquiries, effectively improving business relationships.
- Alerted customers regarding weather-related delays to pickup or delivery.
- Provided excellent customer service to each client when problems did arise, contacting the supervisor immediately to report issues involving customer satisfaction.

**New York Stock Exchange - Escheatment Specialist** *02/2013 - 04/2013*  
New York City, NY

- Reviewed Due Diligence letters returned from property owners for each State.

## Skills

- Knowledgeable in HTML, CSS, JavaScript, Bootstrap, jQuery, Node.js, and Github.
- Wireframes
- Layout design
- Social media
- Proficient in accounting programs including Donovan Data Systems (SpotPac, AccPac ), Quickbooks, Fund EZ,and Concur

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## Education and Training

*05/2002*

**Fordham University**

The Bronx, NY

**Bachelor of Arts:** Political Science

- Minor in Communications

*Expected in 04/2021*

**Columbia University - Coding Bootcamp**

New York, NY

**Certificate Program:** Web Development

- Performed research based on owners' Due Diligence letter responses.
- Requested and processed Disbursement Vouchers for those requesting payment.
- Maintained both the Escheatment Mailbox in Outlook and the Escheatment Folder on the Share Drive in order to ensure everything is up to date.
- Assured the Final Escheatment Report was signed and notarized, booked in Oracle, and paid in accordance with the requirements for each individual State, Once it was received from Keane Unclaimed Property.
- Completed Holder Requests for Reimbursement Forms including all of the proper documentation, signatures and backup.
- Requested and processed Disbursement Vouchers for those employees requesting Dependent/Healthcare funds due to them.
- Maintained and updated the FSA Healthcare/Dependent Care Spreadsheets from both 2009 and 2011.
- Scanned and attached all documentation in Oracle.

**Grand Street Settlement (Freelance by Robert Half)** - 01/2013 - 02/2013

**Accounts Payable Clerk/Accounting Bookkeeper**

New York City, NY

- Facilitated payment of invoices due by sending bill reminders and contacting clients.
- Maintained accounting ledgers by verifying and posting account transactions.
- Charged expenses to accounts and cost centers by analyzing invoice and expense reports.
- Eliminated inaccuracies in accounts payable payments by verifying information prior to generating checks and electronic payment transfers.
- Maintained current understanding of state and federal accounting procedures to prevent any legal or compliance issues.

**Group M -Financial Services - Financial Controls** 11/2009 - 11/2012

**Specialist**

New York City, NY

- Maintained adherence to corporate, accounting and SOX standards; addressed escalated issues from employees and vendors regarding accounts payable; and ensured accurate and compliant A/P files and records with company policies and government regulations.
- Compiled bi-monthly travel and Expense reimbursement reports including all company entities for Payroll Services.
- Reviewed, approved, compiled and outsourced vendor invoices for input by Status Data Systems.
- Monitored financial bookkeeping for accuracy and compliance, resolving identified discrepancies.
- Uploaded and paid vendor invoices and expense report files via

Concur and AccPac.

- Performed basic administrative and clerical duties.

**Group M - Financial Services - Local Broadcast**

*09/2005 - 11/2009*

**Specialist**

New York City, NY

- Coded invoices and other records to maintain organized and accurate records.
- Maintained detailed and accurate ledgers to accurately communicate payment needs to clients.
- Processed monthly check requests and invoices for various locations worldwide.
- Verified accuracy of information and resolved discrepancies with vendors before entering invoices for payment.
- Reconciled monthly statements and transactions to keep records accurate and current.
- Applied mathematical skills to calculate totals, check figures and correct problems with physical and digital files.
- Maintained historical records by filing and sending documents to storage.
- Maintained current understanding of state and federal accounting procedures to prevent any legal or compliance issues.

**Young & Rubicam (Freelance - Forrest Edwards Group - 10/2002 - 09/2005**

**Local Broadcast Specialist**

New York City, NY

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