

JAMES TODHUNTER

Englewood, CO 80110 | (303) 901-7811 | jmtodhunter19@aol.com

Professional Summary

Experienced Freight Associate with 6-year background in packing, loading, unloading, shipping, and tracking and shipments. In-depth knowledge of safety requirements and defect tracking procedures. Trained in operating hand-held scanners, forklifts, and dollies.

Skills

- Loading and unloading
- Shipping and receiving
- A wide knowledge on proper use on many different types of tools.
- I have a general knowledge on making repairs on a variety of objects.
- Customer service skills

Work History

Freight Associate

10/2019 to 10/2020

Home Depot – Littleton, CO

- Assisted in loading and unloading merchandise from delivery trucks while maintaining safety protocols to avoid workplace accidents.
- Loaded and unloaded trucks.
- Used pallets, straps and load bars to secure freight for transport.
- Broke down, re-packaged and shrink-wrapped pallets for efficient storage and transportation.
- Operated pallet jacks and forklifts to move freight and load trucks.
- Loaded and unloaded freight manually or using company-provided equipment.
- Offered friendly, prompt customer service by answering questions, resolving issues quickly and performing Task.
- Oversaw special handling requirements and necessary documentation related to hazardous and sensitive materials.
- Used dollies and pallet jacks to unload and organize merchandise from delivery trucks.
- Removed all boxes and related trash from sales floor and processed through compactors.
- Checked aisles for spills to complete quick clean-up.
- Performed light housekeeping and cleaning by discarding trash and cardboard and sweeping and mopping floors.

Water Support Technician

07/2012 to 07/2015

United States Marine Corps – Havelock, NC

During my time in the Marine Corps, i attended yearly training,

I was put in charge of the tool room and with no training received a 98% pass right.

- Reviewed technical documentation to complete equipment maintenance and repair..
- Removed outdoor debris and yard clippings into receptacles to properly maintain grounds.
- Calibrated temperature and equipment settings to optimize performance.
- Assessed operating conditions and adjusted settings to maximize performance and equipment longevity.
- Reduced opportunities for theft and trespassers by securing entrances and exits.
- Removed dirt and lubricated machinery shafts, bearings and gears as part of regular maintenance.
- Trained junior maintenance professionals on correct repair and cleaning procedures.
- Used problem-solving skills to alleviate issues efficiently with minimal supervision.
- Studied system requirements to order components and parts and perform acceptance tests.
- Completed partial or full dismantling of equipment to quickly repair or replace defective components and restore functionality.
- Troubleshoot equipment breakdowns and performed preventive maintenance.
- Followed work orders and specifications for machine and equipment replacement, repair or maintenance.

Education

High School Diploma

Expected in 05/2028

Heritage High School - Littleton, CO

No Degree: Nursing

Arapahoe Community College - Littleton, CO