

# HORACE HUGGINS III

Fort Collins, CO 80524

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## SKILLS

- Safety Awareness
  - Excellent Customer Service
  - Flagger Certification
  - Carpentry Knowledge
  - Maintenance and Repair
  - Self-Motivated
  - PPE Compliance
  - DOT Standards
  - Defensive Driving
  - CDL Driving Experience
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## WORK HISTORY

02/2022 to Current **Laborer**

*PeopleReady – Fort Collins, CO*

- Used measuring tools such as gauges and tape measure to identify conforming parts during production.
- Observed site safety rules to maximize protections for team members and equipment.
- Utilized construction tools and machinery to effectively complete job site projects.
- Ensure that the workspace is cleaned at the end of the day.
- Worked alongside team to accomplish work goals according to schedule.
- Loaded, unloaded, and moved material to and from trucks. .
- Prepared job sites by removing debris and setting up materials and tools.
- Identified and reported hazards on job sites to prevent accidents and injuries.

02/2022 to 07/2022 **Overnight Stocker**

*Walmart – Cheyenne, WY*

- Used dollies and pallet jacks to unload and organize merchandise from delivery trucks.
- Inspected floor displays, noted missing items, and immediately replenished merchandise.
- Assisted customers by finding items quickly to boost store satisfaction rates.
- Scanned shelves and product cases to locate expired, outdated, and spoiled items.
- Removed all boxes and related trash from sales floor and processed through compactors.
- Observed safety protocols when transporting merchandise to different areas of store to alleviate item damage.
- Received, sorted and processed incoming stock and materials to prepare the stock for storage or shipment.
- Maintained neat, organized stockroom free of hazards.
- Conducted daily inventory counts and verified accuracy of product levels.
- Reviewed printed tickets or digital orders to get item numbers and merchandise locations.

06/2020 to 11/2020 **Maintenance & Fuel Attendant**

*Pilot Flying J Travel Center – Mahwah, NJ*

- Maintained clean and orderly work station.
- Built trustful relationships with customers to encourage return visits.
- Checked customer identification for alcohol, cigarette, and lottery sales.
- Pumped gas for guests and took payments.
- Cleaned up gas and other spills in accordance with spill procedures.
- Processed fuel and merchandise transactions by operating POS system with accuracy.
- Offered assistance to customers unfamiliar with fueling vehicles, demonstrating appropriate measures for pumping gas.
- Maintained inventory of all saleable items.
- Resolved customer complaints promptly and professionally to enhance customer loyalty and increase client base.
- Responded to customer requests efficiently and with knowledgeable assistance.
- Followed safety protocols while working, avoiding accidents and injuries.

06/2015 to 04/2018 **Bus Operator**

*Adirondack Trailways – Hurley, NY*

- Transported customers to and from bus stops.
- Accepted and processed fares.
- Performed basic repairs and maintenance actions to keep vehicle working at peak performance.
- Maintained full understanding of local roads and traffic patterns.
- Answered questions from passengers with respect and accuracy, providing information about fares, schedule details, and baggage stowing.
- Performed regular bus inspections and checked brakes, steering and windshield wipers.
- Helped passengers stow and retrieve luggage, bags, wheelchairs and other items.
- Inspected emergency equipment and verified safe working order for student and driver use.
- Assisted passengers with disabilities and other physical issues in boarding and exiting bus to promote passenger safety.
- Operated bus and navigation equipment in alignment with company safety, DOT, and local traffic standards and regulations.
- Conducted pre-trip inspections of bus for safe operation.

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**EDUCATION**

**High School Diploma**

*Evander Childs High School - B.O.C.E.S. Albany, NY*