

# James Buckridge

## Lead Logistics Specialist - Halliburton Oil Services

Brighton, CO  
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### WORK EXPERIENCE

#### **Lead Logistics Specialist**

Halliburton Oil Services - Brighton, CO - 2014 to Present

Coordinate all bulk sand shipments from terminal to well site for Northern CO., Grand Junction, CO., Vernal, UT., Farmington, NM. and Williston, ND districts.

- \* - Utilize the Transportation Management System (TMS) to drive cost improvement
- \* - Plan and schedule loads in accordance to individual customer demands.
- \* - Reduced detention and freight costs by efficient load planning.
- \* - Review and analyze freight charges and invoices.
- \* - Effectively communicate with carriers, terminals and internal Halliburton employee's to ensure on time load deliveries.

#### **Operations Manager**

FedEx Ground - Henderson, CO - 2012 to 2014

Maintains quality service by establishing and enforcing organization standards.

- \* Conducts presort meetings to communicate values, strategies and objectives; assigns accountabilities; plans, monitors and appraises job results; develops a climate for offering information and opinions; provides educational opportunities.
- \* Manages package handlers, package loading and unloading, routing, proper documentation and procedure control for hazardous material shipments and management.
- \* Accurately enters load and shipping information into the facility's computer system.
- \* Manages computer systems utilization, paperwork accuracy and procedural consistency.
- \* Processes loads and misload information.
- \* Responsible for confirming compliance with safety rules and programs; manages FedEx Ground safety programs, investigates problems and recommends corrective actions.
- \* Maintains condition of dock work area.

#### **Admin Associate II**

FedEx Ground - Henderson, CO - 2010 to 2012

Accurately enters load and shipping information into the facility's computer system.

- \* Dispatching local delivery drivers
- \* Equipment control
- \* Manage reports
- \* Customer service
- \* Organizing and filing

#### **Quality Assurance Clerk**

FedEx Ground - Henderson, CO - 2007 to 2010

Customer service- Answering phones, tracking packages, updating drivers and customers on package status

- \* Address corrections- researching and correcting addresses
- \* Researching and returning packages back to the shippers

- \* Inspecting and processing damaged packages
- \* Inspecting and processing Hazmat packages
- \* In charge of status code scanning
- \* Sorting and distributing customer service mail
- \* Inspecting international paperwork
- \* Data entry

## EDUCATION

### **Marketing**

Metropolitan State College - Denver, CO  
2007 to 2009

### **High school diploma**

Thornton High School - Thornton, CO  
2001 to 2005

## ADDITIONAL INFORMATION

### SKILLS

Microsoft- Word, Excel, Power point, Lean Logistics, AS400, SAP, Operation Management, Customer service, Domestic Shipping, International Shipping, Team Building, Quality Assurance, Training, Hazardous Materials shipping.