

# James Martin

Kankakee, IL

[jamesmartin8438\\_y4v@indeedemail.com](mailto:jamesmartin8438_y4v@indeedemail.com)

+1 815 992 0763

Resourceful and quick-thinking Job Title with Number years in warehouse and inventory management. Improves shipping

and receiving efficiency and accuracy by applying strong leadership skills. Language -speaking Freight Handler with

transportation and logistics background. Trained in warehouse safety standards and procedures. Reliable and hardworking

warehouse operator committed to getting each job done as quickly, efficiently and safely as possible. Disciplined warehouse

professional knowledgeable about material load capabilities, site analysis and general logistics.

Authorized to work in the US for any employer

## Work Experience

---

### **Kitter**

Elite Staffing Agency-Manteno, IL

August 2021 to July 2022

Package covid needles and vaccines for shipping, pulled pallets forklift and reach training

### **Constodian**

Constodian-Kankakee, IL

May 2004 to October 2006

Removed waste paper and other trash from the premises to designated area.

Dusted picture frames and wall hangings with a cloth.

Cleaned and buffed tile floors using industrial cleaning equipment.

Washed, cleaned and disinfected water coolers.

Polished glass surfaces and windows.

Disinfected and mopped bathrooms to keep them sanitary and clean.

Collected trash and moved garbage cans from kitchen areas to pick-up stations.

Returned emptied garbage receptacles to their proper locations.

Cleaned walls, windows, shades and curtains.

Used chemicals and other cleaning equipment in a proper, safe and responsible manner.

Verified that all storage areas and carts were clean and organized.

Swept and washed all hard surface floors.

Moved chairs, desks and beds around rooms to clean behind and underneath them.

Production 02/2015 to Current

Select remedy - Bourbonnais, IL

Received, stored and shipped goods and materials.

Sorted cargo before loading and unloading.

Tagged all inbound merchandise with receiving date.

Stacked and transported all overstock to storage areas.

Reported all equipment failures and malfunctions to supervisor.

Cleaned and maintained the warehouse in compliance with OSHA safety standards.

Stocked, staged and transported goods.

Stacked and piled lumber, boards and pallets.

Picked up incoming stock and delivered materials to designated locations.

Unloaded cargo from truck with hand trucks and pallet jacks.

### **Forklift Operator**

Receiving-Manteno, IL

February 2001 to May 2005

Sears logistic services - Manteno, IL

Ensured quality of service, product by actions taken

Achieved a Number % on-time shipment rate.

Redirected shipments en route in response to customer requests.

Loaded products weighing up to Number pounds onto trailers for delivery.

Loaded and unloaded pieces into boxes for shipment.

Maximized sales by shipping on time and accurately.

Trained staff on material handling processes to reduce shipping times.

Moved freight, stock and other materials to and from storage and production areas and loading docks.

### **Security officer**

Wackenhut security-Matteson, IL

March 2000 to February 2001

Performed surveillance of suspects using binoculars, cameras and camcorders.

Monitored and authorized entrance and departure of vehicles, cargo trucks and visitors.

Detected suspicious activities and watched for criminal acts and rule infractions.

Monitored and authorized entrance and departure of employees and visitors.

Circulated among visitors, patrons and employees to preserve order and protect property.

Monitored central alarm system for fire, intrusion, and duress alarms and responded when needed.

Denied entrance to the building to unauthorized persons.

### **Production worker**

First choice temporary services-Bourbonnais, IL

March 1998 to March 2000

Cleaned and maintained the warehouse in compliance with OSHA safety standards.  
Stocked, staged and transported goods.  
Picked up incoming stock and delivered materials to designated locations.  
Operated forklifts and other heavy machinery safely.  
Unloaded cargo from truck with hand trucks and pallet jacks.  
Stacked and stored pallets at the end of the shift to keep warehouse clean and organized.  
Swept floors and stored equipment at the end of each shift.  
Loaded and unloaded ship cargo.

### **Assembly Line Worker**

Aliant tech arsenal-Joliet, IL  
February 1996 to October 1997

Achieved a Number % on-time shipment rate.  
Loaded products weighing up to Number pounds onto trailers for delivery.  
Processed Number shipments per Time period  
Loaded and unloaded pieces into boxes for shipment.  
Maximized sales by shipping on time and accurately.  
Moved freight, stock and other materials to and from storage and production areas and loading docks.  
Received, stored and shipped goods and materials.  
Adhered to all requirements and regulations for interstate HAZMAT carriers.  
Sorted cargo before loading and unloading.

## Education

---

### **High School Diploma in General science**

Waubensie community college - Sugar Grove, IL  
1991

## Skills

---

- Buffing
- Materials Handling
- Pallet Jack
- Surveillance
- Security
- Forklift
- Load & Unload
- Shipping & Receiving
- Order Picking
- Packaging

- RF Scanner
- Warehouse Experience
- Warehouse experience
- Math
- Assembly
- Forklift
- Load & unload
- English
- Plastics injection molding
- Machining
- Cherry picker
- Mechanical knowledge
- Construction painting
- Commercial painting
- Carpentry

## Certifications and Licenses

---

### **Forklift Certification**

## Additional Information

---

### Skills

Material handling Forklift operation

Mathematical aptitude Material handling

Hard working and self-motivated Mathematical aptitude

Fast learner Hard working and self-motivated

Analytical thinker Organized

Material inventory skill Fast learner

Flexible schedule Flexible schedule

Shipping and receiving Shipping and receiving

Palletizer knowledge Palletizer knowledge

Forklift operation