

# Chelsea Cleves

Forklift Operator

✉ [chelsea.cleves@gmail.com](mailto:chelsea.cleves@gmail.com)  
☎ (153) 453-6637  
📍 2311 State St, Montpelier, VT 05602

## Education

### High School Diploma at Champlain Valley Union High School, Hinesburg, VT

Sep 2015 - May 2019

I have learned to communicate effectively, to think critically, and to solve problems.

## Links

[linkedin.com/in/chelseacleves](https://www.linkedin.com/in/chelseacleves)

## Skills

Forklift Operation

Warehouse Management

Inventory Control

Shipping and Receiving

Order Picking and Packaging

Loading and Unloading

## Languages

English

Bengali

## Hobbies

Listening to music  
Watching television  
Organizing

## Profile

I am a certified Forklift Operator with over 3 years of experience. I have operated all types of forklifts in warehouse and manufacturing settings. I am safety-conscious and take pride in my work. I have been commended by my supervisors for being an efficient operator who gets the job done right.

## Employment History

### Lead Forklift Operator at Hyster-Yale Group, VT

May 2022 - Present

- Led a team of 4 forklift operators in a high-volume distribution center.
- Safely operated a sit-down propane forklift for 10+ hours per day.
- Met or exceeded daily production quotas for picking and packing orders.
- Maintained 99% accuracy rate in scanning and selecting inventory items.
- Trained 2 new hires on proper forklift operation procedures.
- Continuously received positive feedback from supervisor regarding job performance.

### Forklift Operator at Crown Equipment Corporation, VT

Jul 2019 - Apr 2022

- Successfully operated a sit-down forklift to move, locate, relocate, and stack pallets of merchandise in the warehouse.
- Maintained safety as top priority while completing all tasks assigned during each shift.
- Expertly maneuvered around tight corners and spaces in order to avoid damage to product or equipment.
- Loaded and unloaded trailers full of products weighing up to [X] pounds using a forklift safely and efficiently.
- Worked quickly and accurately under time constraints in order to meet deadlines set by management.
- Stacked pallets of merchandise onto racks that were up high off the ground, using the reach function on the forklift.

## Certificates

### Certified Forklift Operator

Nov 2020

### Certified Warehouse Associate

Feb 2019

## Memberships

National Forklift Safety Day

International Powered Access Federation