

# Lauralee Bielma

Forklift Operator

## Profile

I am a Forklift Operator with over 3 years of experience. I have worked in warehouses and distribution centers, loading and unloading trucks and trailers. I am certified to operate both sit-down and stand-up forklifts. I am safety conscious and always adhere to the proper procedures for operating the equipment. I work well independently as well as part of a team.

## Employment History

### Lead Forklift Operator at Big Sky Forklifts, MT

Jun 2022 - Present

- Exceeded safety goals by implementing new procedures that prevented workplace injuries.
- Increased productivity by 10% through process improvements.
- Decreased downtime of machinery by 15%.
- Trained and developed 4 operators resulting in a more efficient work force.
- Led team of 8 in developing new system for tracking inventory levels which resulted in \$50,000 annual savings.
- Successfully completed OSHA certification.

### Forklift Operator at Bozeman Forklifts, MT

Aug 2019 - May 2022

- Successfully operated a forklift for 5 years with no accidents.
- Maintained an average of 98% accuracy when picking orders.
- Received multiple awards for safety and productivity.
- Trained 2 new operators who are now successfully operating the forklift on their own.
- Successfully completed over 1000 hours of operation without any damages or injuries.
- Operated in both indoor and outdoor settings.

## Certificates

### Certified Forklift Operator

Jul 2021

### Certified Warehouse Associate

Jan 2020

## Memberships

National Forklift Safety Day

International Powered Access Federation

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## Education

### High School Diploma at Billings Senior High School, Billings, MT

Aug 2015 - May 2019

I've learned how to write essays, how to do research, and how to use different citation styles.

## Links

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

## Skills

Forklift Operation

Warehouse Management

Inventory Control

Shipping and Receiving

Order Picking and Packaging

Loading and Unloading

## Languages

English

Bengali

## Hobbies

Listening to music

Working on cars

Playing video games