

# Jennifer Williams

(469) 555-0187 | jennifer.williams42@email.com  
7234 Commerce Street, Plano, TX 75024

## PROFESSIONAL OBJECTIVE

---

Dependable and safety-conscious Forklift Operator with 3+ years of warehouse and distribution experience, seeking to contribute strong work ethic and attention to detail to a fast-paced logistics team.

## PROFESSIONAL EXPERIENCE

---

### Forklift Operator

*Amazon Fulfillment Center - Plano, TX | June 2021 - Present*

- Operate sit-down and stand-up forklifts for receiving, putaway, and shipping operations
- Load and unload 40+ trailers daily while maintaining strict safety protocols
- Use RF scanners and warehouse management systems for inventory tracking
- Perform quality inspections on incoming shipments and outbound orders
- Maintain 100% attendance record with zero safety violations
- Consistently exceed productivity goals by 10-15% per quarter
- Assist with training new team members on equipment operation and safety

### Warehouse Associate

*DHL Supply Chain - Richardson, TX | January 2020 - May 2021*

- Operated pallet jacks and hand trucks for order picking and replenishment
- Performed cycle counts and inventory audits
- Earned forklift certification and cross-trained on multiple equipment types
- Recognized as "Employee of the Quarter" for outstanding performance (Q3 2020)

## EDUCATION

---

### High School Diploma

Plano Senior High School - 2019

## SKILLS & COMPETENCIES

---

Sit-Down Forklift • Stand-Up Forklift • Pallet Jack • RF Scanner • WMS Systems • Inventory Control • Shipping & Receiving • Quality Control • Safety Compliance

## CERTIFICATIONS & TRAINING

---

- Forklift Operator Certification (Sit-Down & Stand-Up)
- OSHA 10-Hour Warehouse Safety
- Hazmat General Awareness

- CPR & First Aid Certified

*References available upon request*