

CONTACT

Address: 112 the Broadway Sunderland

Tyne and Wear SR4 8NX

Email: donnaarmstrong515@gmail.com

SKILLS

I am confident in :

Risk assessment

Production reporting

Vehicle stability

Safety hazard management

Quality Assurance

Materials handling

Team player

Load capacity assessment

Safe driver

Spatial awareness

Logging paperwork and Forklift operator's safety code

Stock management

Order picking and processing

Flexible

Efficient data entry

Packing and scanning

Forklift operation Forklift health and safety

Material packaging

PROFESSIONAL SUMMARY

Im a Dedicated and a hard man who is used to working with motivation to complete tasks to deadline. I have and can be proactive in my planning abilities to manage multiple jobs simultaneously.

I am an excellent communicator and have high expectations of the job I deliver

I adhere to the Health and Safety standards of the Forklift regulations with the knowledgeable in correct heavy machinery handling, including pallet jacks, cherry

pickers as well as the forklifts. I preparing loads effectively and safely minimising damage thus supporting productivity targets.

Im extremely punctual in my time keeping and a great teamplayer with an excellent overtime record in previous jobs.

WORK HISTORY

Forklift Operator, 01/2021 to 10/2022

Nissan - Washington, Tyne and wear

Transported goods between warehouse locations according to shipment and storage needs.

Unloaded materials and goods at designated locations for best project

availability. Handled multiple tasks simultaneously, maximising work efficiency and productivity.

Worked in team environments and maintaining high levels of productivity.

Evaluated systems and processes, identifying opportunities for improvement

Coordinated with lift truck drivers and production personnel to process orders efficiently.

Used strapping and bracing techniques combined with proper balancing, preventing load shifting.

Routinely assessed load weight to ensure load security in compliance with forklift truck data specifications.

Serviced minor equipment malfunctions to keep machinery operational and completed equipment condition reports for management.

Production Operative, 12/2020 to 01/2021
Lears - Durham, Tyne and wrar

Fed raw materials into production machinery.

Quality checked components to ensure smooth, compliant manufacturing and assembly processes.

Accurately labelled and packaged items.

Forklift Operator, 02/2018 to 12/2020

Unipress - Washington , Tyne and Wear

Transported goods between warehouse locations according to shipment and storage needs.

Unloaded materials and goods at designated locations for best project availability.

Operated equipment safely and efficiently, preventing damage to items and avoiding injuries.

Consistently met production deadlines by working independently while abiding Health and Safety Guidelines

HGV Class 1 Driver, 04/2002 to 02/2018

Airsprung beds - Trowbridge

Maintained regular contact with logistics management, updating on progress and reporting issues.

Collected and returned HGVs to and from depots, maintaining good timekeeping across shift changes.

Conducted rigorous checks on oil, tyres and equipment.

Kept accurate driving hours records and complied with tachograph laws. .

Collected, documented and loaded goods with care to avoid damage and risk.

Offered flexibility in working hours, covering evening and weekend shifts to meet logistics demands.

Monitored vehicle performance and

reported faults quickly to avoid vehicle downtime.

Planned driving routes according to traffic to exceed delivery turnaround targets.

Supported yard operations by completing additional maintenance tasks.

Managed high-volume HGV deliveries across rural areas, manoeuvring vehicles effectively in tight spaces.

Performed thorough vehicle inspections prior to loading and during routes for strict safety compliance.

. Operated HGVs according to UK road laws and regulations, guaranteeing safe use.

EDUCATION

Forklift : Forklift , 2021

Gateshead College - Gateshead, Tyne and wear

HGV 1: Heavy Goods, 2000

Darlington - Darlington collage, Darlington

Hgv 2: Heavy Goods Vehicle, 1999

Newcastle collage - Newcastke, Tyne and wear

City and Guilds 1.2.3: Electrician , 1988

Sunderland collage - Sunderland, Tyne and wear

