

# Novian Taylor

Augusta, GA

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## Work Experience

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### **General Cleaner**

Hilton Garden Inn Hotel-Atlanta, GA

March 2015 to August 2026

General Cleaning: Sweep, mop, and vacuum floors; polish furniture and fixtures.

Sanitization: Clean and disinfect high-touch surfaces, restrooms, and kitchen areas.

Waste Management: Empty trash bins, replace liners, and manage recycling.

Maintenance: Stock cleaning supplies, restock toiletries, and maintain cleaning equipment.

Specialized Tasks: Clean windows, glass surfaces, and mirrors.

Safety: Adhere to health and safety regulations, including proper chemical handling

Strong time management skills to complete tasks within given timeframes

### **Material Handler/Forklift Operator/Shipping and Receiving**

Amazon Warehouse-Atlanta, GA

October 2016 to August 2025

Assembling materials from trucks, trailers, and other vehicles

Stacking: Stack and unstack goods onto pallets or shelves

Moving: Move materials around a facility using pallets and crates

Inspecting: Check the forklift for faults or damage, and perform basic maintenance

Documenting: Complete forms, maintain records, and report issues

Safety: Follow health and safety regulations, and ensure the driving area is free of obstructions

Packaging: Use industrial wraps and pallets to package goods for transport

Labeling: Label and sort incoming and outgoing shipments

Inventory: Count and record the number of units moved, and inventory products

Operate warehouse management systems to track inventory movements and manage stock levels effectively.

Collaborate with the supply chain team to ensure timely replenishment of materials and products.

Assist in the implementation of inventory control measures to minimize discrepancies and losses.

Support materials management by coordinating with suppliers and internal departments for inventory needs.

Participate in cycle counts and assist in physical inventories as needed.

## Education

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### **High school diploma or GED**

Hephzibah High School-Hephzibah, GA

## Skills

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**Hand tools** **Basic math** **Quality control** **Manufacturing facility** **Mechanical assembly**  
**Food production** - Food production experience (3-5 years) **Sawing** **Forklift** - Forklift operation  
experience (6-10 years) **Assembly line** **Mechanical knowledge** **Assembly** **Packaging**  
**Warehouse experience** **Wrenches** **Cycle counting inventory management** **Industrial**  
**equipment** **Manufacturing** **Cleaning** **Customer inquiry handling** **Order picking**  
**Oracle** **Materials handling** **Manufacturing warehouse experience**

## Languages

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- English

## Certifications and Licenses

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### **Forklift Certification**