

# Rochelle Hailey

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## Professional Summary

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Authorized to work in the United States for any employer

Certified Forklift Operator with experience in manufacturing, warehouse logistics, and machine operation. Skilled in inventory tracking, shipment processing, and quality inspections. Known for strong customer service, efficiency, and the ability to prioritize tasks to keep production and shipping operations running smoothly.

## Work Experience

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### Forklift Operator

**Mau / Textron** | Augusta, GA

June 2025 to February 2026

Trained and certified to operate forklifts within 6 weeks of hire.

Performed routine pre-operation inspections and basic equipment checks.

Loaded and unloaded trucks while ensuring safe material handling.

Used scanners and warehouse systems to track shipments and inventory.

Assisted with scanning, packing, staging, and organizing outgoing orders.

### Packer → Machine Operator

**Kelly Services** | Augusta, GA

September 2024 to June 2025

Promoted from packer to machine operator within 3 months.

Processed orders using weight verification, bin labels, and order specifications.

Maintained strong accuracy while preparing shipments.

Reorganized workspace layout to improve workflow efficiency.

Supported machine operation and production line output.

### Loading Auditor

**Club Car, LLC** | Evans, GA

April 2022 to July 2024

Verified parts and accessories were properly installed before shipment.

Processed shipment orders by date to maintain organized delivery schedules.

Audited shipping documentation against physical inventory.

Identified inconsistencies in order processing and suggested improvements.

Recommended clearer tag and serial number visibility to reduce verification time.

## **Machine Operator / Backup Operator**

**Ferrero / Kelly Services** | Augusta, GA

January 2021 to May 2023

Advanced from packer to backup machine operator to maintain workflow.

Set up machinery according to blueprints and mechanical specifications.

Used hand tools and measuring instruments to verify product quality.

Monitored machines to maintain steady production output.

Increased production pace safely when required to meet deadlines.

## **Inventory Specialist**

**Ryder** | Augusta, GA

April 2022 to August 2022

Sorted and organized warehouse parts for shipment to primary facilities.

Maintained accurate stock levels and inventory records.

Used hand trucks, dollies, and forklifts when authorized to move inventory.

Followed strict inventory procedures to support replenishment.

## **Education**

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### **Cosmetology Program**

Empire Beauty School | Augusta, GA

January 2024 to December 2025

### **GED**

North Georgia Technical College | Hinesville, GA

January 2013 to December 2013

## **Skills**

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**Organizational skills**

## **Certifications and Licenses**

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### **Forklift Certification**