

# Venices Hawkins

Hephzibah, GA • 772-258-3989 • dat44683@gmail.com

Authorized to work in the United States

## Professional Summary

Dependable Material Handler and Forklift Operator with experience supporting warehouse and manufacturing operations in fast-paced environments. Skilled in forklift operation, inventory control, shipping and receiving, and production support while maintaining strict safety and quality standards. Strong team player committed to improving workflow efficiency and maintaining accurate inventory management.

## Core Skills

Forklift Operation	Warehouse Operations	Inventory Control
Material Handling	Shipping & Receiving	Order Picking & Packing
Pallet Jack & Reach Truck	Production Support	OSHA Safety Compliance
Equipment Inspection	Logistics Coordination	Team Collaboration

## Professional Experience

### Material Handler – A MUA / Kimberly Clark

January 5, 2026 – Present

- Transport raw materials and finished goods throughout warehouse and production areas using forklifts and powered equipment.
- Verify incoming shipments for accuracy, quality, and documentation compliance.
- Supply production lines with materials to maintain consistent workflow and meet production goals.
- Maintain organized storage areas to improve warehouse efficiency and accessibility.
- Assist with cycle counts and inventory audits to maintain accurate stock records.
- Follow OSHA safety procedures and company safety policies while operating equipment.

### Material Handler – Frito Lay, Orlando FL

April 2023 – January 2, 2026

- Operated forklifts, pallet jacks, and material handling equipment to move goods safely throughout the facility.
- Unloaded shipments and inspected materials for damage, quality, and accuracy.
- Conducted inventory counts and maintained accurate warehouse records.
- Organized warehouse storage locations to improve space utilization and material retrieval.
- Maintained a clean and safe work environment while meeting company safety and sanitation standards.
- Collaborated with team members to support efficient production operations.

## Certifications & Licenses

Forklift Certification • Clamp Truck Certification • Scissor Lift Certification • Pallet Jack Certification • Driver's License

## Education

High School Diploma / GED