ANDREW ROONEY

Forklift driver

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# Personal statement

A professional, forwarding thinking young person who is able to work quickly and has confidence in their ability to operate a fork lift truck in a busy warehouse. Andrew is in superb physical shape and more than able to lift heavy good and stand continuously for up to 8 hours every day. He is a good team player who is motivated by a desire to gain employment experience, skills and knowledge that will help him to launch a career in this field. Right now he is looking for a suitable position with a exciting and rewarding company that rewards hard work, loyalty and dedication.

# Academic qualifications

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| **Coventry North College** | **2011 - 2012** |
| Diploma in Forklift Truck Driving | Pass |
| **Birmingham South High School** | **2008 - 2011** |
| Maths | Pass |
| English | Pass |
| Geography | Pass |
| Physics | Pass |
| Business Studies | Pass |
| Physical Education | Pass |

**Forklift driving skills acquired whilst studying**

**Employment History**

* Knowledge of driving a forklift on work-sites, construction sites, factories, storage yards and warehouses.
* Creating a pallet of different stock by reading a order form and then driving the forklift around a warehouse to find different materials.
* Moving pallets of various sizes and varying weights from one part of a warehouse to another.
* Unloading and loading HGV trailers (both single and double decker).
* Stocktaking using handheld scanners.
* Operating an automated shrink-wrap machine.
* Moving stock using Counterbalance, Double Pallet, Powered Pallet Truck, & 10.5metre Reach Trucks.
* Inspecting a forklift for any mechanical faults and then reporting these to supervisors.
* Awareness of all relevant Health & Safety procedures, and able to maintain a safe working environment.
* Ability to read and interpret documents such as safety rules, operating and maintenance instructions.

# Knowledge of

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| --- | --- | --- | --- |
| Palletising | Manual handling | Warehousing duties | Stocktaking |
| Raising delivery notes | Handheld scanners | Stock allocation | Health & Safety |
| Courier software | Storeroom duties | Administrative duties | Forklift maintenance |

**Personal skills**

* Willing to work in all weather conditions, both indoor and outdoor.
* Reliable with excellent time-keeping skills.
* Excellent hand/eye coordination.
* Ability to accurately listen to, read and follow directions.

# Hobbies & interests

Andrew enjoys going for long walks in the countryside and really appreciates the natural world. As someone who likes to keep in touch with nature he is a member of three conservation charities and regularly helps them out with fundraising events. He is a sociable person who enjoys meeting new and interesting people.

**References** - Available on request.