**Alicia Polden**

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Professional Summary Dedicated and detail-oriented professional with over 5 years of experience in warehouse operations and machine operation. Proven ability to handle multiple projects simultaneously with a high degree of accuracy. Strong organizational skills, excellent time management, and a team player with a commitment to safety and efficiency.

Skills Equipment Inspections Safety Awareness Loading and Unloading Inventory Control Warehouse Operations Warehouse Organization Documentation Forklift OperationOSHA Compliance / OSHA Workplace Safety Palletizing Punctual and Reliable

Education St. Louis Adult Learning and Continuing Education Centre, Kitchener, ON High School Diploma, 2019 Certifications Provincial Forklift Certification Class 1-V, Counter Balance,Reach and Walkie, 2022 Provincial Certification in Aerial Work Platform with Fall Protection, 2022 Safety Propane Handling Certification, 2022

Professional Experience Schaeffler Group, Stratford, ON Transportation September 2023 – December 2023

Collaborated effectively in team projects. Utilized critical thinking to solve problems and make decisions. Transported parts between plants, ensuring accurate loading and unloading of trucks. Maintained courteous and effective working relationships.

TNT Security, Sebringville, ON LTS Staff / Security Event Staff Member December 2017 – December 2023

Delivered excellent customer service to diverse clientele. Maintained clean, organized, and safe work areas. Established positive relationships with customers and team members. Provided one-on-one support to clients with dementia and Alzheimer’s.

Dana Inc, Cambridge, ON Machine Operator August 2022 – June 2023 Monitored and adjusted machines to ensure optimal performance. Complied with company and OSHA safety regulations. Followed detailed instructions to produce quality products. Loaded and unloaded ovens, ensuring parts were undamaged.

MVA Stratford Inc, Stratford, ON Plastic Injection Molding Machine Operator November 2019 – January 2021 Conducted pre-shift machine inspections to resolve issues. Applied quality control to inspect and grade products. Operated molding machines per manufacturer instructions. Completed paperwork accurately and addressed discrepancies promptly.