

Anita Bhetwal

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EDUCATION

Associate degree

December 1997

Tribhuvan University, Kathmandu, Nepal

CAREER OBJECTIVE

An assembler/ manufacturing associate position utilizes my excellent skills in assembling and manufacturing operator.

Skills: Microsoft Office, Scanner, Hand Scanner, Answering Telephone, Email

EXPERIENCES

Nypro Longmont, Co

2006 – 2010

Assembler

- Operate and care of all tools, and production equipment that require to complete all assemblies.
- Perform and set up the Job according to manufacturing/assembling instruction.
- Worked on production assembling line. Performed the works of assembling inspecting, and packaging.

OAO, Getronics and Pomeroy, Boulder, Co 80301

2010 – 2021

Tape Operator

Key Achievements:

- Performs media handling responsibilities per documented process and procedure.
- Mounting/demounting of media into Automated Tape Libraries.
- Media vault in/out, mail in/out, tape destruction.
- Assisting customers via phone, instant messaging and email.
- Recognize minor or moderate hardware malfunctions and be able to resolve most problems under direction of lead personnel.
- Pull, scan, compare, update media tracking tools and verify evidence entries for media movement.
- Escort SSR's during media related hardware repair actions and perform Hardware Inspection, filling out online form to document events.

