

# ***FRENESH M. ANSHEBO***

***Aurora Colorado***

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***Aurora, CO80017***

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## ***Professional skill, Training and Education***

### ***Summary of Practical Trainings and Hand On skills:***

- Hands-on experience in assembly, establishment and repair of electromechanical assemblies and products
- Profound knowledge of crimping, soldering and epoxy molding processes and established safety practices
- Outstanding knowledge of using hand tools, fixtures, measuring devices, gauges and assembly tools
- Familiarity with creating building designs and highly detailed drawings both by hand and by using specialist computer-aided design (CAD) applications.
- Ability to understand drawings, schematics, wire diagrams and detailed work instructions.
- professional skills of landscape architect, Auto Cad, Arch Cad, Arch Lentic and SQL Server Microsoft 2012.
- Ability to work with assigned team members for completing assembly projects
- I have habit of Quick Learner and Superior attention to detail

## ***Professional Experience:***

***Manufacturing Assembler***

***Terumo BCT, Inc. (Life Sciences Corporation), Lakewood, CO***

***April 2018 – Present***

***Responsibilities:***

- Followed assembly drawings, blueprints and layout diagrams and performed all tasks, in a compliant manner.
- Selected, aligned, joined and assembled all electromechanical components and sub-assemblies.
- Examined and verified quality of all components, before and after assembly.
- Tested and debugged all completed electromechanical assemblies, systems and modules.
- Prepared and maintained accurate quality and assembly documentation, as required.
- Adhered to established environmental, health and safety rules and met quality and performance standards.

***Fulfillment Associate***

***Amazon Talent Inc., Aurora Colorado***

***Oct 2017 – March 2018***

***Responsibilities:***

- Receives product using frequency scanners, pulls and packs products and unloads shipments from trucks
- handle packages ranging from small envelopes up to boxes weighing up to 49 pounds.
- operate carts, dollies, hand trucks and other moving equipment to move large quantities of merchandise
- licensed to operate powered industrial truck equipment, to pick items from racks, which can be approximately 45 feet tall, and sometimes in narrow aisles.

***Customer service Representative***

***Denver Express Plc, Denver Colorado***

***Feb 2017 – Aug 2017***

## ***Responsibility***

- Using our computer system and customer care guidelines with the listening and problem-solving skills to investigate and fix customer's issues
- Updating the computer system during and each call to keep our systems up to date the customer's information
- Striving to achieve or exceed goals through teamwork within a friendly competitive environment to provide support for team members as needed
- Partnering with our branch team and Specialists to connect them to experts Assist customers after an accident with scheduling repairs, arranging a rental vehicle, and coordinating tow services.
- Coordinate with insurance and business partners on behalf of customers.
- Complete administrative duties including accounts receivable and providing convenience services
- Demonstrate genuine compassion and concern for the well-being of customers.
- Depositing employee's salary to their accounts and assisting them to resolve customer service issues and delivering extraordinary customer experiences.

## ***Office Manager***

***ERSADE Trading Plc, Addis Ababa, Ethiopia***

***Jan 2016 – Dec 2016***

## ***Responsibility***

- Assign and monitor clerical, administrative and secretarial responsibilities and tasks among office staff
- allocate available resources to enable successful task performance
- coordinate office staff activities to ensure maximum efficiency
- evaluate and manage staff performance
- recruit and select office staff
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- organize orientation and training of new staff members
- coach, mentor and discipline office staff
- design and implement filing systems
- ensure filing systems are maintained and current
- establish and monitor procedures for record keeping
- ensure security, integrity and confidentiality of data
- design and implement office policies and procedures

### ***Consultant Architect***

***ELUGI Consultant Plc, Addis Ababa, Ethiopia***

***June 2013 – Dec 2015***

### ***Responsibility***

- Creating building designs and highly detailed drawings both by hand and by using specialist computer-aided design (CAD) applications
- liaising with construction professionals about the feasibility of potential projects
- working around constraining factors such as town planning legislation, environmental impact and project budget
- working closely with a team of other professionals such as building service engineers, construction managers, quantity surveyors and architectural technologists
- applying for planning permission and advice from governmental new build and legal departments
- writing and presenting reports, proposals, applications and contracts
- specifying the requirements for the project
- adapting plans according to circumstances and resolving any problems that may arise during construction
- playing a part in project and team management
- travelling regularly to building sites, proposed locations and client meeting
- planning master plane for different cities us a team

## ***Consultant Architect***

***LYDA Consultant Plc, Addis Ababa, Ethiopia***

***Sep 2012 – May 2013***

### ***Responsibility***

- Marketing and making presentations to win clients.
- Consulting with clients about space function and needs.
- Preparing and designing structures to clients' specifications.
- Visiting worksites to guarantee the project follows the architectural plans.
- Estimating expenses involving material, equipment and construction time.
- Directing a design or planning team.
- Preparing contracts for builders.
- Ensuring adherence to all governmental ordinances.

### ***Education***

Bachelor of Science: Architecture and Urban Planning

Unity University – Addis Ababa, Ethiopia, Africa

### ***References***

- available up on request.