

Zaphire G. Howell  
9242 Joyzelle Dr.  
Garden Grove, CA 92841  
(714) 636-0618 cell (714) 837-5561  
zaphire14@sbcglobal.net

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#### **Summary of Qualifications**

Able to work in multiple department environments, and with employees of differing backgrounds. Seeking a TEAM oriented environment with excellent learning and growth potential. I am bilingual speaking English as well as Spanish.

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#### **SCHOOL PORTRAITS BY KRANZ, INC Sep. 04 to Dec. 04**

**Photographer:** in the Morning help Carry Equipment to the van. When we arrive at the school, help carry and set up Equipment and being helpful with our staff and the school's staff, and go to the star of the line and begin coming hair washing kids face etc. All information to the composite worksheet. When we are done shooting, fill out end board and give to me at the end of the Day make sure all paperwork is complete, filled out properly.

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#### **MINUTEMAN PRESS Jun. 04 to Sep. 04**

**Digital copy operator.** Running jobs on high end Kodak or Xerox black and white, color, Coordinating with other departments on their bindery needs, Mounting/Laminate dept. while serving walk-in customers. Supervising and quality control.

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#### **MERVYN'S Aug. 03 to Jun 04.**

Retail: Guest service team Merchandising cashiers, stocking, helping customers, loss prevention, keeping area neat and clean. And fitting room and sales.

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#### **H.C. MILLER Oct. 02 to May.03**

Printing company: We do File back Dividers, Duo Tabs Adhesive File back, in a variety of styles and Mylar Tabbed Folders, Covers for Booklets, Plain Paper Copier Tabs, Legal Exhibit Tabs, Tabs can be clear or colored Mylar polyester film, Tabs can be printed on 1 or 2 sides with black ink, 2 fastener hole punches, scored, (Tabs 1-25), (Tabs A-Z), (Exhibit A-Z), this product was designed for the Medical community.

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#### **ORANGE COUNTY BLUEPRINT May.96 to Aug.02**

Bindery lead, in charge of scheduling, and relegating jobs to others, coordinating with other departments on their bindery needs, while serving walk-in customers. Supervising and quality control. Training other employees on the use of GBC, Velo, Coil, Lamination, Perfect Binding, Folding, Drilling, and Cutting machines. Other duties consist of running jobs on high end Xerox black and white, color, and oversized Oce 9800 printing machines.

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#### **Education**

Associates Arts degree  
Rancho Santiago Collage



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**Sears Sep.94 to May.96**

Retail: Sales Floor Merchandising cashier, stocking, helping customers, loss prevention, and keeping sales area neat and clean.

**Mobil Gas Station Jan.94 to Sep.94**

I am versatile employee that has often been ask to multitask, I was responsible for operating the cash register. Send and received Western Union money orders.

**Manufacturing and Warehouse Apr.92 to Sep.94**

I have experience on operating various machines and assemblers. I am self motivate reliable and a growth mind individual. , My duties consisted of picking, packing, stocking, shipping and receiving, and inventory warehouse

**Bank of America April. 90 to Apr. 92 JANNET**

Access & Update Processor, Assisting with all incoming Microfiche requests, cross-training employees, answering phones and coordinating requests with other branches. Using Image trax system for the control of files and original documents as well as MS Word and Excel.

**Jays Catering Mar.88 to Apr.90 NORMA**

Manager, Experienced Food Servers, and Caterers for banquets and Parties. Organizing and setting procedures for employees. Directed services such as food production, setup, serving, along with maintenance, supplies and mail.

**Marrie Calende Jun. 87 to Mar. 88**

Open that restaurant make the coffee and setup the display with muffins and pies for the breakfast open my cash register, help the back counter setup the rest,

**Education**

**Associates Arts degree  
Rancho Santiago Collage**