

# Cantrell Howard

Sacramento, CA

cantrellhoward372@gmail.com

346-900-4921

- Typing 45wpm, Great Interpersonal Skills, Microsoft Office, Excel, and PowerPoint Great punctuality. Ability to interact with any Ethnic Origin of Race or, any Age Group. Very reliable, Hard Worker

Willing to relocate to: Houston, TX

Authorized to work in the US for any employer

## Work Experience

### **Dishwasher**

OTG MANAGEMENT -IAH Bush Airport - Houston, TX

October 2018 to Present

Dishwashing, Prep cook, sweep,mop and empty trash

### **Prep Cook/Dishwasher, Server**

LGC Hospitality - Houston, TX

September 2017 to Present

Different Food and Hospitality Assignments for a Staffing Agency.

### **RESIDENT RESOURCE SPECIALIST**

ARI COMMUNITY SERVICES

October 2015 to Present

Intake and assessment, screen clients for program eligibility. Prepares and completes paperwork for enrollment; general file maintenance Assist clients with accessing resources via computers or other methods ( one-on -one assistance Assist with pre-employment skills activities (resume development, job search) Assist case management team with follow-up/retention service. Work with staff members for accurate data reporting's. Attend meetings and participate in training-related workshops Receptionist duties i.e., answer phones, general office, data entry and clerical duties Regular and timely attendance Work safely and report safety issues. Others duties assigned

### **Guest Service Representative**

Walmart - Houston, TX

July 2017 to September 2018

Work daily with customers to answer questions and address any concerns they may have. They are responsible for answering the phone and processing returns and exchanges, and they may occasionally have to ring up purchases. Guest service interact with customers in a pleasant, professional manner.

### **CARETAKER**

IN HOME SUPPORT SERVICES

August 2012 to September 2015

Performs a variety of household managements for the support services clients, tasks includes meal planning, shopping, food preparation, house cleaning, and laundry, Transportation and other related Services

**Warehouse, Janitorial**

VOLT STAFFING AGENCY/ APPLE COMPUTERS - Sacramento, CA

May 2011 to June 2012

Shipping and Receiving Oversees the shipping and storage of materials supplies tools and equipment  
Maintain inventory using computerized tracking systems. Operate a pallet jack to load and unload packages. Cleaning of warehouse after job has been completed

**Education**

**High school or equivalent**

**Additional Information**

FOOD HANDLER

TABC CERTIFIED