# **Mikeze Howard**

2525 Walters Way

APT 19

Concord, CA 94520

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7073891121

### **Administrative Assistant**

Housing Authority of Contra Costa County - Martinez, CA

October 2019 to April 2020

PC skills to include Microsoft Word, Excel and Project.

Proficient in use of multi-line phones and computer skills for data entry.

Perform data-entry, documentation preparation and filing duties.

Ability to work in a high paced environment and perform multiple tasks simultaneously.

### **KFC Team Member**

KFC - Fairfield, CA

February 2015 to April 2020

Transact business and sales via cash register and provide customers total bill and summary

Sort and count currency and coins up to $\_\_\_\_

Issue receipts and change to customers

Greet customers in store and provide information about products and/or services

### **Technical Support Specialist II**

Wells Fargo - Concord, CA

October 2017 to October 2019

Ability to learn, install, and support new and existing application software packages.

Troubleshooting technical issues.

The ability to automate redundant tasks.

Basic database knowledge.

Experience with Microsoft server services

Strong communication skills and ability to teach others.

## **Education**

### **Associate in Communications**

Solano Community College - Fairfield, CA

August 2014 to May 2016