

JACKSON TURNER

Funeral Care Assistant

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PROFESSIONAL SUMMARY

Dedicated Funeral Care Assistant with 2 years of experience supporting bereaved families through sensitive times. Proficient in coordinating funeral logistics, preparing facilities, and providing compassionate care. Committed to fostering a respectful and dignified environment while ensuring a seamless experience for all clients.

WORK EXPERIENCE

Funeral Care Assistant

Maple Leaf Consulting

📅 Apr / 2024-Ongoing

📍 Toronto, ON

- 1. Assisted families in planning and coordinating funeral services with compassion and professionalism.
- 2. Managed office tasks including data entry, record keeping, and communication with families.
- 3. Coordinated with cemeteries and crematories to ensure smooth service delivery.
- 4. Created and placed obituary advertisements in local newspapers.
- 5. Handled multiple phone lines, processed payments, and organized essential documentation.
- 6. Assisted in all aspects of funeral planning and execution to meet family needs.
- 7. Supported funeral directors in creating a respectful environment for ceremonies.

Funeral Assistant

Summit Peak Industries

📅 Apr / 2023-Apr / 2024

📍 Denver, CO

- 1. Accommodated guests during viewing ceremonies, providing comfort and assistance.
- 2. Facilitated the creation of memorial videos and prayer cards for families.
- 3. Ensured the facility was maintained to the highest standards of cleanliness and integrity.
- 4. Performed routine maintenance tasks, including cleaning and landscaping.
- 5. Managed phone communications, relaying messages promptly and accurately.
- 6. Assisted in tracking financial transactions related to funeral services.

EDUCATION

Associate of Applied Science in Funeral Service

National Funeral Directors College

📅 Apr / 2022-Apr / 2023

📍 Phoenix, AZ

Completed a comprehensive program covering funeral service practices, ethics, and grief counseling.

SKILLS

Microsoft Office Suite



Multitasking Skills



Technical Proficiency



Grief Counseling



Techniques



ACHIEVEMENTS

- ★ Successfully assisted in over 100 funeral services, ensuring all arrangements met family expectations.
- ★ Streamlined office procedures, improving documentation efficiency by 30%.
- ★ Maintained a 95% satisfaction rate based on client feedback from families served.