Funeral Attendant

ROBERT SMITH

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Objective

Seeking an entry-level position in an organization that will utilize experience, education and skills to the fullest.

Skills

Fork lift driver , Inventory management.

Work Experience

Funeral Attendant

ABC Corporation - May 2013 – August 2013

- Perform a variety of tasks during funerals to assist funeral directors and to ensure that services run smoothly and as planned.
- Offer assistance to mourners as they enter or exit limousines.
- Close caskets at the appropriate point in services. Greet people at the funeral home.
- Direct or escort mourners to parlors or chapels in which the funerals are being held.
- Clean and drive funeral vehicles, such as cars or hearses, in funeral processions.
- Carry flowers to hearses or limousines for transportation to places of internment.
- Perform a variety of tasks during funerals to assist funeral directors and to ensure that services run smoothly.

Funeral Attendant

ABC Corporation - 2011 – 2013

- Transported deceased from the hospital to the funeral home.
- Filled out appropriate paperwork for transportation of the deceased.
- Assisted in memorial and graveside services.
- Assisted in embalming and preparation of the body.
- Obtained and acquired information for obituaries, folders, and register books.
- Filed and sent out obituary notices for the newspaper, radio, and television.
- Met with the families in preparation of the services..

Education

Bachelor of Science in Criminal Justice - (The University of Texas Rio Grande Valley - Brownsville, TX)

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