ROBERT SMITH

Funeral Director I

Phone: (0123)-456-789 | Email: info@qwikresume.com | Website: Qwikresume.com

SUMMARY

Funeral services professional who is highly meticulous and organized in day-to-day office management. Skilled in coordinating marketing and business needs. Seasoned and dedicated Funeral Director offering a broad range of experience in the funeral services industry with a private funeral homes.

CORE COMPETENCIES

Ability to lead effectively in a demanding, fast paced,.

PROFESSIONAL EXPERIENCE

Funeral Director I

GREGORY B LEVETT & SONS FUNERAL HOME - September 1999 – 2019

Key Deliverables:

- Consulted with the families of the deceased regarding final arrangements in a tactful manner.
- Arranged funerals in a manner consistent with each familys heritage and religious beliefs.
- Scheduled funeral services, coordinated burials and arranged cremations.
- Led and directed funeral and graveside services.
- Prepared death certificates and drafted obituaries.
- Offered counseling and comfort to bereaved family members and friends.
- Processed death certificates in a timely and accurate manner.

Funeral Director

Fenner Funeral Home, Inc - 1995 – 1999

Key Deliverables:

- Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.
- Made copies, sent faxes and handled incoming and outgoing correspondence.
- Assisted families in arranging services.
- Preparation and mailing monthly newsletters.
- Completed death certificates and other applicable forms.
- Five years customer service with sales experience.
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

2259 Oak Street, Old Forge, New York, 13420
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ASSOCIATE OF APPLIED SCIENCE in Mortuary Science, Coursework - (Jones College of Funeral Services - Decatur, GA)

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