
Funeral Attendant Resume

Job Objective

To obtain a Funeral Attendant position that will allow me to utilize my skills and has potential for growth.

Summary of Qualifications:

- Hands-on experience in offering assistance to mourners
 - Strong knowledge of obtaining burial permits and registering deaths
 - Ability to clean and drive funeral vehicles
 - Proficient in Windows, and MS Office
 - Excellent communication and Interpersonal skills
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Work Experience:

Funeral Attendant, August 2005 to till date
Carriage Services Inc., Beacon, NY

- Assisted with cremations and packed cremated remains.
 - Performed general maintenance duties for funeral homes.
 - Greeted customers politely.
 - Processed forms, invoices and other documents.
 - Performed tasks of filing forms and typing wherever necessary.
 - Prepared reports deftly and efficiently.
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Education:

High School Diploma, Nicholls State University, Louisiana, LA

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