
FUNERAL DIRECTOR RESUME

Summary:

An experienced mortuary service provider who performed a variety of tasks involved in holding appropriate and solemn rites during funeral services for family of the deceased; has great familiarity of principles and processes for providing customer and personal services essential in ensuring that quality standards are met and the memory of deceased individuals are given importance; expertise in planning, administration and coordination with other service providers to ensure proper funeral service provision which included proper casket placing, chapel and priest booking, floral, music and lights arrangement; provision of mourner escorts, casket closing, and issuance and storage of funeral equipment.

Professional Experience:

Funeral Director January 2007 – Present
Baxter Memorial Gardens, Mountain Home, Arkansas

Responsibilities:

- Handled organization, placements and facilitation of funeral rites.
- Performed supervisory monitoring regarding embalming and burial or cremation of the dead.
- Planned and arranged actual funeral ceremony.
- Coordinated funeral services and burials with other third party service providers such as florists, real estate personnel, musicians etc..
- Gathered information needed for securing death certificates and published death notices or obituary to newspapers.
- Discussed the details of the funeral services, including selection of caskets, with the family of the deceased.

Funeral Director June 2004– January 2007
Pillsbury Funeral Homes, North Brookfield, Massachusetts

Responsibilities:

- Handled organization, placements and facilitation of funeral rites.
- Arranged funeral service and burials on being notified of a death.
- Planned and arranged funeral services and rites based on religion, theme and mode of burial, including cremation.
- Offered crematory services, urns and other online services as a part of customer service initiatives.
- Gathered information needed for the death certificate.
- Published newspapers death notices.
- Helped family set the time and location for burial.
- Arranged members of the clergy to conduct any religious services.

Funeral Attendant February 1999 – May 2001
Pillsbury Funeral Homes, North Brookfield, Massachusetts

Responsibilities:

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- Performed supervisory monitoring regarding embalming and burial or cremation of the dead.
- Planned and arranged actual funeral ceremony.
- Coordinated funeral services and burials with other third party service providers such as florists, real estate personnel, musicians etc..
- Gathered information needed for securing death certificates and published death notices or obituary to newspapers.
- Discussed the details of the funeral services, including selection of caskets, with the family of the deceased.

Funeral Director June 2004– January 2007
Pillsbury Funeral Homes, North Brookfield, Massachusetts

Education:

Bachelor of Science in Mortuary Science
Indiana University, IN, 1999

Skills:

- Excellent counseling skills
- Proficiency in both oral and written communication skills
- Excellent customer relations skill
- Knowledgeable in human psychology
- Proficiency in computer applications related to work

- Knowledgeable in applicable laws, codes and regulations
- Customer and Personal Service

Awards and Affiliations:

Licensed Embalmers and Funeral Director, State of Louisiana, 2000

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