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## Funeral Home Director Resume

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### Job Objective

Looking for the opportunity to work as Funeral Home Director with a qualified organization and show my expertise in the field.

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### Summary of Qualifications:

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- Remarkable experience as a Funeral Director and Embalmer
  - Extensive knowledge about the operation of the Mortuary Department
  - Strong knowledge of Funeral Home regulations
  - Familiarity with laws and policies relating to the funeral business
  - Excellent verbal and written and communication skills
  - Ability to maintain the quality of the funeral home
  - Ability to supervise memorial services
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### Work Experience:

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Funeral Home Director, August 2005 – Present  
SCI Funeral & Cemetery Purchas, Bolton, MA

- Maintained financial records, ordered merchandise, and prepared accounts.
- Arranged for pallbearers, and briefed pallbearers and honorary groups about their duties.
- Received and ushered people to their seats for services.
- Oversaw preparation and care of the remains of people who have died.
- Contacted cemeteries to schedule the opening and closing of graves.

Funeral Home Director, May 2000 – July 2005  
Service Corporation International, Bolton, MA

- Managed funeral home operations, hired embalmers, funeral attendants.
  - Offered counsel and comfort to bereaved families and friends.
  - Managed clergy members to perform needed services.
  - Provided transportation between sites for the remains and mourners.
  - Performed embalming duties.
  - Directed arrangements and consignment of corpse for out-of-state burial.
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### Education:

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Associate Degree in Funeral Home Service, Northeast Alabama Community College, Rainsville, AL

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