

Joseph Lau

332 Aiken Lake
Las Cruces, NM 88001
(505) 555-6283

OBJECTIVE: Funeral Director

HIGHLIGHTS:

- Expertise in developing rapport with family members and assisting them through this early period of mourning.
- Business increased by 33% during past 5 years.

EXPERIENCE:

Carleton Funeral Home

Las Cruces, NM

Funeral Director

August 2001 to Present

- Arranged and directed funeral services and supervised activities of all funeral home workers.
- Interviewed family to arrange details, such as preparation of obituary notices, selection of urns or caskets, transportation for mourners and selection of types of service and officials to perform religious rites.
- Planned placement of caskets in parlor or chapel and adjusted lights, fixtures and floral displays.
- Closed casket and led funeral cortege to church and burial site.
- Directed preparations and shipment of bodies for out-of-state burial.

Carlton Funeral Home

Las Cruces, NM

Assistant Funeral Director

July 1998 to July 2001

- Assisted families in making decisions about all aspects of body and funeral preparation.
- Moved body to mortuary for embalming and prepared body for interment.

Cincinnati City College

Cincinnati, OH

Student Store Clerk

August 1996 to May 1998

- Worked in the clothing and memorabilia department of the student store.
- Created merchandise displays and ensured that merchandise racks and shelves were full.
- Answered customers' questions and rang up sales on the cash register.

EDUCATION:

Cincinnati City College

Cincinnati, OH

Associate of Arts in Funeral Directing

- Earned 3.3 grade point average.

CERTIFICATION:

Certified as a funeral director by the State of New Mexico.

REFERENCES: Available upon request