

Dwayne Keith Carter

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SUMMARY

To obtain an Apprentice Funeral Director position where I will be able to apply my education and skills. Driven to deliver exceptional, professional services to families during the grieving process while simplifying the burial process.

SKILLS

Previous Funeral Home experience
Experienced in transportation of the deceased
Understanding of Federal Trade Commission Compliance

EXPERIENCE

Warehouse Supervisor/Driver, Core and Main, March 2005-Present
Fayetteville, NC

- Supervised all production, quality control and operations
- Scheduled freight and package shipments
- Managed purchase orders, returns and transfer procedures
- Reconciled accounting records
- Supervised inventory records and accurately noted all merchandise transactions that affected inventory.
- Monitored daily shipping, handling, and receiving to promote smooth operations within warehouse.
- Identified production problems through careful assessment of quality control system deficiencies
- Participated in meetings with upper management to roll out initiatives and procedures that met benchmarks

Residential Counselor, Guardian Angels INC., January 1999-March 2005
Fayetteville, NC

- Responded and assessed crisis situations quickly to maintain calm
- Completed daily resident welfare checks and coordinated with facility staff
- Developed and deepened relationships with residents and fellow staff by mandating rules

Funeral Home Assistant, Tucker & Sons Funeral Home, September 1996-March 2005
Fayetteville, NC

- Assisted funeral director in coordination of services.
- Organized chapel for visitations and communicated with funeral attendees to provide information and facilitate organization.
- Offered administrative expertise in managing funeral home operations.
- Interned one year with Herring Funeral Care in 2015

Bus Driver, Cumberland County Schools, January 1993-January 1998
Fayetteville, NC

- Drove established routes for middle and high schools
- Transported passengers while obeying DOT rules and regulations
- Performed pre-trip inspection and mechanical checks each morning

Warehouse Worker, Welman INC.
Fayetteville, NC

- Organized warehouse design to maximize space for stock while allowing for high volume traffic zones.
- Monitored work areas for cleanliness and functionality
- Removed obstacles enhancing safety.
- Used pallet jacks to move items to and from warehouse locations.
- Received deliveries, scanned packages and updated orders in internal database.

EDUCATION AND TRAINING

Funeral Director Examination
May 2023--Passed

Associate of Science
Funeral Service and Mortuary Science, Fayetteville Technical Community College, Fayetteville NC
May 2019

High School Diploma
Cape Fear High School, Fayetteville NC June 1994