

Elka M. Hartley
17389 Hartsville Ruby Road Hartsville, S.C. 29550
Phone (C) 843-253-2904 E-Mail elkahartley03@gmail.com

OBJECTIVE

Eager to contribute to a compassionate and professional funeral home environment, seeking an apprenticeship to gain hands-on experience and become a skilled funeral services professional. Demonstrated strong communication, empathy, and organizational skills through embalming and cremation of pets through Piedmont Technical College. Highly motivated to learn and contribute to the well-being of families during difficult times.

SKILLS

- Basic knowledge of health issues related to handling the deceased
- FTC compliance understanding
- Physically and mentally strong, able to work under stress, and make sound decisions effectively
- Ability to establish and maintain effective working relationships with colleagues, the community, and other agencies
- Empathy and compassion

Knowledge of SAP, Microsoft Office, PowerPoint, Word, and Excel

EDUCATION

Associate of Applied Science In Process
Piedmont Technical College-Greenwood, South Carolina

- Associate of Applied Sciences of Funeral Services
- Coursework in Funeral Services Management
- Business and Management coursework

CERTIFICATIONS

Piedmont Technical College
Piedmont Technical College-Greenwood, South Carolina

- Funeral Director's Certificate Program August 2025

McBee High School June 2021
McBee, S.C.

- High School Diploma

Elka M. Hartley
17389 Hartsville Ruby Road Hartsville, S.C. 29550
Phone (C) 843-253-2904 E-Mail elkahartley03@gmail.com

EXPERIENCE

Piedmont Technical College
Greenwood, South Carolina

Animal Cremation

January 2025-Current

- Received pets, verified documentation, and ensured compliance with protocols
- Properly handling deceased animals, ensuring accurate identification and documentation
- Maintained a clean and organized workspace while following safety protocols
- Managed pet cremation services, ensuring compassionate handling of all remains

Embalming

March 2025-Current

- Embalmed bodies utilizing embalming techniques, adhering to state and local regulations
- Maintained and sanitized embalming equipment, ensuring proper sanitation and safety
- Documented all embalming procedures and treatments in accordance with industry standards
- Conducted embalming procedures, including injecting, aspiration, suturing, with precision and care