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## Cemetery Manager Resume

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### Job Objective

To obtain Cemetery Manager Position with an established company where I can further boost my career in this field

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### Highlights of Qualifications:

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- Certification in First Aid and CPR
  - Admirable experience to keep books and provide excellent customer services for all activities
  - Ability to maintain positive work environment at all times
  - Ability to work in various weather conditions
  - Ability to work in for long hours and manual work
  - Ability to manage communication with workers
  - Ability to lift heavy weight
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### Professional Experience:

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Cemetery Manager  
Stewart Enterprises, Rush Center, KS  
October 2008 – Present

- Facilitated sales of cemetery property and assisted individuals to complete all paperwork.
- Performed survey for all underground vaults for cemetery lawns.
- Maintained record of all burials and monitored grave inventory supplies for burials.
- Assisted funeral directors to arrange all funeral arrangements for public.
- Supervised opening of graves and funeral services for families.
- Oversaw appropriate installation of all monuments and markers.
- Managed and operated all office equipments and associated applications.

Cemetery Maintenance  
CMS Mid-Atlantic, Inc., Rush Center, KS  
August 2003 – September 2008

- Administered everyday maintenance activities and maintained safety of all cemetery items.
  - Managed and operated all commercial moving and trimming equipments.
  - Maintained and prepared internment sites for various cemetery services.
  - Assisted to set up all memorials for various services.
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### Education:

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Bachelor's Degree in Business Administration  
Cottey College, Nevada, MO

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