458 CENTRAL SCHOOL ROAD
WANTAGE, NEW JERSEY 07851
973/ 782-5781

JEANNE K. ATLANTIA

SUMMARY

- Experienced funeral director.
- Strong academic and on-the-job training.
- Recognized skills and sensitivity in assisting bereaved families.
- Demonstrated abilities in organizing and arranging major and minor details of funerals.
- Competent negotiator with demonstrated ability to deal with family friction, mediating issues and pacifying individuals.
- Excellent communication skills.
- Practiced computer literacy.
- Established record of proficiency, creativity, leadership, organizational and problem-solving know-how.
- Detail oriented with proven ability to accept assignments and deliver desired and effective results.

EXPERIENCE

Funeral Director *September 1996 to present*
REILLY FUNERAL HOME • BELMAR, NJ
Began working as an intern in 1996 and advanced to funeral director with a few months. Regularly perform embalming, casketing, cosmetology, and all the normal tasks of funeral arrangement. Organize and handle details entailing regulatory documentation, including death certificates and burial permits. Write obituaries.

Bartender *October 1996 to present*
THE HOMESTEAD RESTAURANT • SPARTA, NJ
Work as a bartender in the family restaurant that serves American cuisine and can accommodate 100 patrons. Alternately serve as a waitress.
Accomplishment:
- Built a loyal repeat customer base resulting from an emphasis on excellent customer service.

EDUCATION

Associate of Applied Science in Funeral Service *1997*
MERCER COUNTY COMMUNITY COLLEGE • TRENTON, NJ

Associate of Applied Science in Science *1997*
Certificate in Funeral Service
MERCER COUNTY COMMUNITY COLLEGE • TRENTON, NJ

PROFESSIONAL LICENSES

State of New Jersey Practitioner of Mortuary Science *March 1999*

COMPUTER KNOWLEDGE

Hardware	***Software***
IBM-PC	MS Word

References available upon request