

Corinne Foster
2432 SE Gillette Avenue
Port St. Lucie, FL 34952
516-443-8937

Objective: To obtain a position where I can utilize my knowledge and interpersonal skills to become an important part of a successful funeral service team.

Summary: Motivated, professional and dedicated to providing services to those in need.

Experience:

6/2009 – 2/2009

Rocky Point Funeral Home, Rocky Point, NY
NYS Registered Resident

Assist in removals, embalming, dressing, and casketing remains. Work visitations, help conduct funerals and arrangements, file death certificates, answer phones and assist in light cleaning.

9/2008 – 5/2009

Joseph A. Weber Funeral Home, Ronkonkoma, NY
Voluntary Internship

- Assist in removals, dressing and casketing remains. Work visitations, file death certificates, answer phones and assist in light cleaning.

1/ 2006- 11/ 2007

First Lincoln Mortgage, Franklin Square, NY
Loan Processor

- Utilized both knowledge and experience to make quick evaluations and decisions on the best structure, product and investor placement of loans.
- Processed files for submission to third party lenders and in-house underwriting.

2/2002 – 12/2005 Global Home Loans & Finance, Melville, NY

Loan Processor

1998 – 2002 Mortgage Plus Equity and Loan, Melville, NY

Loan Processor

1997 – 1998 Sheraton Hotel, Smithtown, NY

Catering Sales Manager

- Highly responsible sales position involving selling, planning, scheduling, coordinating and execution of catered events.

1989 – 1997 Huntington Hilton Hotel, Melville, New York

Catering Sales Assistant

- Provide clerical/secretarial and administrative support for the Catering Department, including dictation, typing, computer input, filing, tracing, answering telephones, printing reports and departmental records/logs.

Education:

Nassau Community College, Garden City, New York
AAS Mortuary Science, May 2009, Passed National Board Exam 4/2009
Notary Public, Qualified in Nassau County, State of New York

References:

Available upon request.