

Catherine Lee
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Job Objective

Focused, committed professional looking for long term ties to a funeral home and a community beginning with an apprenticeship.

Education

Associate of Applied Science in Funeral Service
Dallas Institute of Funeral Service
Dallas, Texas

- Graduated – November 18, 2011
 - National Board Exam, Passed – Science and Arts, December 8, 2011
 - Texas State Law Exam, Passed – November 16, 2011
- GPA – 3.38

General Studies Courses

El Centro Community College, Dallas, Texas
Scottsdale Community College, Scottsdale, Arizona
Mesa Community College, Mesa, Arizona

Highlights of Qualifications

- Gained administrative experience both on the job and as a volunteer
- Able to effectively communicate both orally and in writing
- Proven interpersonal skills

Professional/ Life Accomplishments

Administrative/Communication Experience

Soccer Team Manager

Mesquite Soccer Association, Mesquite, Texas

- Efficiently and accurately oversaw team registration
- Tracked all documentation and paperwork for multiple players
- Consistently kept parents informed of all games, practices, cancellations and reschedules
- Communicated with coaches to arrange reschedules
- Insured prompt payment to referees
- Ordered and distributed uniforms

- Scheduled all award venues

Assistant Director

KinderCare Day Care, Mesa, Arizona

- Successfully scheduled 13 employees
- Prepared accurate account records and collected child care fees
- Made daily bank deposits of \$500 to \$1000
- Responsible for opening and closing the center
- Registered and processed all incoming children

Postal Substation Acting Manager

Fountain Hills, Arizona

- Performed all duties in accordance with postal regulations
- Consistently and accurately balanced cash drawer
- Prepared outgoing mail for pick up and processed incoming mail
- Responsible for opening and closing facility

Sunday School Teacher

Mesquite, Texas

- Teaching key principles to children and adults using age appropriate methods.

Clubs and Organizations

Pi Sigma Eta

National Morticians Fraternity
Epsilon Chapter
Dallas, Texas

- Office held - Scribe (secretary), Fall 2010 - 2011 Class

Women in Black

Dallas Institute of Funeral Service Social Club
Dallas, Texas

- Office held - Secretary, Fall 2010 – 2011 Class

REFERENCES AVAILABLE UPON REQUEST