

Jinelle Melhorn

Funeral Attendant

Profile

Dedicated Funeral Attendant with 1 year of experience providing compassionate care and support to grieving families. Proficient in coordinating and executing funeral services, assisting with visitations, and maintaining a dignified environment. Demonstrates strong communication and interpersonal skills to provide comfort and guidance to families in their time of need. Committed to maintaining the highest level of professionalism and respect for the deceased.

Employment History

Funeral Attendant at Allnutt Funeral Service, CO

May 2023 - Present

- Successfully coordinated and executed over 200 funeral services in a year, ensuring a smooth and dignified experience for grieving families at Allnutt Funeral Service, CO.
- Streamlined communication between the funeral home, cemetery, and family members, resulting in a 20% increase in customer satisfaction ratings during my tenure.
- Implemented a new system for tracking inventory of funeral supplies, reducing costs by 15% and increasing efficiency in the preparation and setup of funeral services.
- Trained and mentored 5 new funeral attendants, contributing to a more cohesive and effective team at Allnutt Funeral Service, CO.

Funeral Assistant at Olinger Crown Hill Mortuary & Cemetery, CO

Jul 2022 - Apr 2023

- Successfully coordinated and organized over 150 funeral services within a year, ensuring all arrangements were carried out smoothly and according to the families' wishes, resulting in a 95% client satisfaction rate.
- Streamlined communication between the mortuary, cemetery, and families by implementing a new scheduling system, reducing scheduling errors by 30% and improving overall efficiency of the funeral planning process.
- Enhanced the bereavement support program by organizing and facilitating monthly grief support group meetings, increasing attendance by 50% and providing valuable resources for families during their time of need.

Education

Associate of Applied Science in Funeral Service Education at Arapahoe Community College, Littleton, CO

Sep 2018 - May 2022

Relevant Coursework: Mortuary Science, Embalming Techniques, Funeral Directing, Funeral Service Law and Ethics, Grief Counseling, Restorative Art, Anatomy and Physiology, Pathology, and Funeral Service Management.

Details

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Links

[linkedin.com/in/jinellemelhorn](https://www.linkedin.com/in/jinellemelhorn)

Skills

Embalming

Cosmetology

Casketing

Hearse-driving

Grief counseling

Floral arrangement

Eulogy delivery

Languages

English

French

Hobbies

Collecting vintage funeral memorabilia

Gardening and tending to plants

Restoring antique hearses and funeral vehicles