

Audrey Huizenga

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OBJECTIVE

Seeking an apprenticeship as a funeral director and embalmer

EXPERIENCE

Student Assistant, Brust Funeral Home Ltd.

Lombard, IL May 2019 – Present

- Assist licensees with daily operations of the funeral home
- Assist licensees with funerals, supervise visitations and memorial services
- Assist licensees with transfers from nursing homes and hospitals
- Complete office work such as filing, answering phones and making calls, and organizing the contents of case folders as well as entering the info into SRS
- Obtain death certificates, process necessary documents as needed

Concierge, Park Place of Elmhurst

Elmhurst, IL Mar 2017 – May 2019

- Performed work in both the Independent Living and Health & Wellness areas
- Greeted visitors and built rapport with the residents
- Answered and transferred calls in order to handle resident concerns
- Organized event reservations, using Microsoft Excel extensively
- Handled Admissions packets for rehab patients
- Assisted residents with technology concerns

Dining Room Server, Park Place of Elmhurst

Elmhurst, IL Aug 2014 – Aug 2017

- Skilled in physical job functions: carrying heavy trays, restocked inventory, worked long and arduous hours, and cleaned dining room and service areas
- Accurately and quickly took food orders; answered questions about cooking methods, menu and specials; checked orders and delivered in a timely fashion

EDUCATION

Worsham College of Mortuary Science - *Wheeling, IL Mar 2019 - Present*

Candidate for Associate of Applied Science: Mortuary Science

GPA: 3.63/4.00

- Practical experience will include embalming 10 indigent, unclaimed, and autopsied cases at Robert J. Stein Institute of Forensic Medicine, Office of the Cook County Medical Examiner, Chicago, IL
- Will complete Crematory Operator training, CANA 2020
- Participated in Catholic, Jewish, and military funeral service exercises
- Participated in four mock arrangements

College of DuPage - *Glen Ellyn, IL Aug 2016 - May 2019*

Associate of Science

Associate of Arts

GPA: 3.77/4.00

- Presidential Scholar
- Relevant classes include General Psychology, English Comp. 1 & 2, Speech, Chemistry, Biomedical Terminology, Anatomy and Physiology 1 & 2 with Cadaver, Cultural Anthropology

SKILLS

Microsoft Outlook, Word, Excel, Powerpoint

Adobe Illustrator, Photoshop

LANGUAGES

English - Native speaker

French - Conversational

Spanish - Basic Understanding

VOLUNTEER WORK

People's Resource Center, Food Pantry Volunteer, Sep 2017 - Oct 2017

The Morton Arboretum, Illumination: Tree Lights Volunteer, Nov 2016 - Dec 2016

Villa Park Public Library, Summer Reading Volunteer, Jun 2013 - Aug 2013