

Matthew Miles

Education: **Presently attending.** American Academy McAllister Institute of Funeral Service, New York, NY
Anticipated graduation: Summer of 2019
Major: Mortuary Science
GPA: 3.53

B.A., State University of New York at Potsdam, Potsdam, NY
(December 2014)
Major: Criminal Justice Studies
President's List, Summer 2014
Grade Point Average: 2.82

Computer Skills: Microsoft Office (Including Office 365, Word, PowerPoint, Excel, Publisher), CMS UVIS, Funeral Tech

Foreign Language: German- basic speaking, proficient reading/pronunciation and writing

Employment

Northern Regional Medical Examiner's Office
(March 2019-Present)
Forensic Pathology Technician

I am responsible for cataloging the belongings of the deceased, process paperwork related to releasing the deceased to funeral homes, and directly assisting the medical examiner during autopsies.

Plinton Curry Funeral Home
(February 2018-February 2019)
Set Up Team Member/Office Staff, Westfield, NJ

I was responsible for assisting with the dressing, casketing, and transportation the deceased to and from funerals and completing tasks as assigned by the Funeral Director.