COUNTRY OF CITIZENSHIP: United States Citizen

VETERAN’S PREFERENCE: None

QUALIFYING POSITION APPLYING FOR: Licensed Funeral Director/Embalmer in the state of Texas

 Chaplain/Pastoral Care in ministry

RELOCATION: Yes

SALARY RANGE: $20.00 dollars an hour.

CONTACT SUPERVISORS: Yes

James Lee Moffatt

 1723 Seminary Drive, FT Worth, Texas 76115

Cell Phone: 940-445-1391

Email: jamesleemoffatt@gmail.com

Objective:

An individual who is a seminary student working on his Master of Divinity degree seeking positions in chaplaincy/pastoral care/funeral director/embalmer/After Care. An individual with proven expertise as a licensed certified funeral service practitioner Equipped with undergraduate, graduate and post graduate hours in counseling/psychology, religious studies, and education. Looking for positions that provide opportunities for growth and professional development. Strategic planner with a collaborative approach to leadership. Compassionate service delivery with careful attention to details.

Profile: An individual who is a seminary student working on his Master of Divinity seeking positions in the Dallas/Fort Worth Metroplex as a 10-year licensed funeral director/embalmer. Dedicated professional currently providing technical support through embalming procedures at the funeral home. An individual with proven expertise in providing excellent customer service in a funeral home setting. Equipped with graduate and post graduate hours in counseling/psychology and education looking for positions that provide opportunities for growth and professional development. A person who flourishes in a team-oriented environment and follows directions well. A commitment to serving families through community outreach/aftercare programs such as Hospice and grief support organizations.

KEY ACCOMPLISHMENTS:

* 7 to 10 years of certified funeral service experience
* 15 years of customer service related experience
* 15 years of licensed experience as a minister in faith-based positions

EDUCATIONAL ACCOMPLISHMENTS:

* Masters in Educational Technology- American Intercontinental University, Schaumburg, IL.
* Bachelor of Science in Pastoral Ministries- Southeastern Baptist College, Laurel, MS
* Associate of Applied Science, Funeral Service Technology- East MS Community College, Scooba, MS

VOLUNTEER EXPERIENCE:

* 2 years’ experience with GriefShare as a facilitator of grief groups
* 15 years’ experience in community outreach as a volunteer minister in faith-based organizations
* Two units of clinical pastoral education

EMPLOYMENT EXPERIENCE:

American Mortuary Services

1323 Plowman Ave, Dallas, TC 75203

Position: Licensed Funeral Director/Embalmer

Term Employment: June 2020 to the present

Supervisor: Owner and General Manager, Mr. Joshua Mullins

Contact: 214-941-5000

Fred Dickey Funeral and Cremation Services

1320 Trey Drive, Laredo, TX 78041

Position: Licensed Funeral Director/Embalmer

Term of Employment: October 2019-to the present

Supervisor: Owner and General Manager, Mr. Fred Dickey III

Contact: 956-723-3611

Hours per week: 40 +

James Moffatt Educational Consulting

Contracted Substitute Teacher/Care Giver

January 2019 through September 2019

Corley Funeral Home

418 N 13th St, Corsicana, TX 75110

Position: Licensed Funeral Director/Embalmer

Term of Employment: April 2018 through January 2019

Supervisor/Owner: Mr. Ron Smith or Beth Chapman

Contact: 903- 874-3755

Hours per week: 40

Duties:

* I managed the embalming procedures of the funeral home
* Prepared bodies prior to service
* Maintained a healthy and sanitized environment
* Followed laws and legal requirements for embalming
* Arranged transportation for the funeral procession for the remains, mourners, pallbearers, and members of the clergy and provided removal services of the deceased from private homes, hospitals, and county morgues

Baum Carlock Bumgardner Funeral Home

302 West Hubbard Street, Mineral Wells, TX 76067

Position: Licensed Funeral Director/Embalmer

Term of Employment: July 2017 through March 2018

Supervisor: Casey Lister

Contact: 940-325-4422

Hours per week: 40+

Duties:

* I managed the embalming procedures of the funeral home.
* Assisted families in making decisions regarding funeral arrangements
* Maintained up to date client and service records
* Ensured compliance with local, state, and federal regulations

References will be given upon request.