

Wesley J. Thompson

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Career Objective

A challenging position in a progressive organization enabling me to utilize my skills for professional and personal growth.

Career Experience

Funeral Attendant / Limo Driver September 2015 – Present
Meadows Funeral home Atlanta, Georgia

Perform a variety of tasks during funeral, such as, placing casket in parlor or chapel prior to service; Arranging floral offerings or lights around casket; directing or escorting mourners; closing casket; and issuing and storing funeral equipment. Also removal service and embalming assistant funeral director

Health Care Specialist April 2009 – December 2015
Atlanta, Georgia

Georgia Regional hospital
Working with mental psych care clients, includes monitoring the behavior also assisting them With their ADL, helping to get back to the community as regular clients and makes sure their on their meds.

Customer Service Representative September 2005 to April 2009
Adecco Personnel Services Atlanta, Georgia
Inbound/Outbound Customer Service. First leg of an interview process of clients for various employment opportunities. Assessment of gathered information for data entry into various call tracking systems (Microsoft outlook, excel, PowerPoint, and word).

Office Manager/Customer Service September 1996 – November 2002
Martha B. Solomon Funeral Home Miami, Florida
Representative of the cemetery. Provided guidance and instruction to mourners utilizing video, power point and various marketing tools. Scheduled appointments, email correspondence, maintaining records and contracts, Decorated and prepared sites of all services and provided transportation for the remains, mourners and flowers between sites.

Customer Service Representative August 1989 to August 1996
Adecco Personnel Services Miami, Florida
Inbound/Outbound Customer Service for various clients of Adecco Personnel Services. This included data entry into various call tracking systems.

Education

Computer Training September 1996
Dorsey Skills Center Miami, Florida
Coursework entailed training for basic computer skills and business office software packages.
Typing: 30 wpm

Nursing Assistant/Home Health Aid Associates Degree May 2004
Gretna Career College Gretna, Louisiana

EXCELLENT PROFESSIONAL AND PERSONAL REFERENCES AVAILABLE UPON REQUEST