

Wesley J. Thompson

2534 BRENTWOOD COURT
DECTUR, GA 30032

Home: 404-244-1515
Cell: 404-957-2200

wesleyjt69@yahoo.com

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

Meadows Funeral home

September 2015 – Present

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

Adecco Personnel Services

September 2005 to April 2009

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

Martha B. Solomon Funeral Home

September 1996 – November 2002

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

Adecco Personnel Services

August 1989 to August 1996

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

Gretna Career College

Associates Degree May 2004

Gretna, Louisiana

EXCELLENT PROFESSIONAL AND PERSONAL REFERENCES AVAILABLE UPON REQUEST