

# JORDAN TORRES

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## PROFILE

*Motivated college student experienced in serving others. Has proven customer service, organization, and communication skills.  
Familiar with best practices for serving and willing to learn.*

## EMPLOYMENT HISTORY

- ❖ **Funeral Home Assistant , Casillas Family Funeral Home** ..... Sep 2023 — Jul 2024  
Coachella
- Responsible for all aspects of preparing a facility for a funeral. This included cleaning the funeral home, setting up chairs, and placing pictures or other décor as requested by the grieving family.
  - Prepared the casket for viewings and funerals. This also required moving the casket from the morgue to the reserved room. Placed floral arrangements and lighting to ensure people can clearly see the casket.
  - Assisted with washing of the vehicles, set up the visitation room, receive and set up the flowers, greet the visitors and direct them to the correct room. In addition assisted with dressing the deceased, assist d in casketing the deceased and attending first calls which was when we receive a call to pick up the deceased and transport them to the funeral home.
  - After the funeral, assisted with closing of the casket in preparation for burial, including moving to the hearse and removing it at the burial site.

## EDUCATION

- ❖ **Shadow Hills High School** ..... Aug 2020 — May 2024  
Indio
- ❖ **California State University- Fullerton** ..... Aug 2024 — Present  
Fullerton

## SKILLS

Communication Skills ..... Ability to Work Under Pressure .....

Ability to Multitask ..... Customer Service .....

Fast Learner .....