

# **Olivia Mathew**

2801 East 16th Street  
Indianapolis, Indiana, 46208  
(765) 418-8096

## **Objective**

To obtain an internship with a funeral home supervised by a licensed funeral director.

## **Skills**

Embalming experience, cosmetic application, dressing and casketing, price memorization, customer service, high-volume service, multi-tasking, strong leadership, inventory control, team management, problem resolution skills, basic to intermediate Spanish.

## **Education and Licensing**

### **West Lafayette Jr/Sr. High School, West Lafayette, IN - High School Diploma**

-Focus on arts including sculpting and understanding of color theory

### **Ivy Tech Community College, Indianapolis, IN - AAS in Mortuary Science**

June 2020-May 2024

-Extensive program including classes in anatomy, microbiology, embalming, restorative art, funeral directing, law, and merchandising

-Completed embalming competency exam

-Completed both the Arts and Sciences National Board Exams

## **Experience**

### **Clinical Experience at Flanner and Buchanan Funeral Home**

September 2023-January 2024

### **Clinical Experience at Crown Hill Funeral Home**

January 2024-May 2024

### **University Place, West Lafayette, IN - Health Care Center Server**

August 2019-May 2020

-Fast paced work environment

-Specialized, individual care requirements

-Multitasking and memorization skills

-Time-management prioritization

-Team management and organization

**Spencer's Gifts, Lafayette, IN- Sales Supervisor Manager**

August 2016-February 2019

- Collaborated with management to coordinate targeted merchandising
- Daily customer connection in order to understand needs, provide assistance, and collect feedback to optimize operations
- Trained and instructed employees on topics of management of complicated sales, complex issues, and difficult customers
- Managed and tracked daily productivity regarding customers, employees, sales, and inventory.

**Professional References****Robert Wagner**

Licensed Funeral Director and Embalmer

Crown Hill Funeral Home

Work Phone: (317) 925-3800

Cell Phone: (317) 408-1408

**Alexander Buchanan**

Transport Technician

Flanner and Buchanan Funeral Home

Work Phone: (317) 387-7000

Cell Phone: (317) 935-7196

**Christian Branstetter**

Licensed Funeral Director and Embalmer

Flanner and Buchanan Funeral Home

Work Phone: (317) 387-7000

**Andrew Griffin**

Licensed Funeral Director Intern

Mortuary Science classmate at Ivy Tech Community College

Cell Phone: (317) 740-7116

**Katelyn Johns**

Licensed Funeral Director Intern

Mortuary Science classmate at Ivy Tech Community College

Work Phone: (317) 753-2556

Cell Phone: (765) 661-4067

