

**Jimmy D. Davis, Jr.**  
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**SUPPORTIVE CLIENT FOCUSED FUNERAL DIRECTOR**

Dedicated and compassionate professional with comprehensive and expansive expertise directing all aspects of funeral services. Exceptional ability to cultivate a comfortable environment for families by providing information, resources and consistently superior care with a personal touch. Effectively identifies and responds to client needs through exemplary communication. Displays diligence in all endeavors with attention to detail for timely and results.

**Core Strengths & Skills**

Client Services	-Family Support & Education	-Vendor Relations
Empathetic	-Pre-Need Counselor	-Staff Management
Inventory Management	-Cemetery & Burial Relations	

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**PROFESSIONAL EXPERTISE**

- Conducted all daily funeral home operations including recruiting and training of staff, merchandise purchasing and pricing, inventory management and finances.
- Acquired pre-need clients through direct marketing and referrals. Provided pre-need consultations to educate clients on available resources and determined future needs.
- Met with families of deceased to discuss funeral service requests, disposition of remains and cost, coordination with clergy, and provided availability to families as a resource for questions and support.
- Arranged for transfer of remains from place of death to funeral home.
- Oversaw the preparation of remains, coordinated burials and cremations and completed legal documentation.
- Contacted newspapers, fraternal, and veteran organizations.
- Established relationships with vendors to provide additional services to meet client needs, including flowers, catering and cemeteries.