

Rashaad Lyntrez Ansley

32 Michael Etchison Circle
Monroe, GA 30655

September 18, 2024

To Whom This Concern:

With this letter, I wish to express my strong interest in getting experience in the home building industry. An eager learner, hard worker, and a creative person, I believe I would bring several areas of creativity and professionalism to your company.

My first couple of years in college, I studied Architecture and Interior Design. I gain knowledge in both areas. Although I did not finish the degree, I decided to pursue mortuary science. Having graduated from mortuary school, I have decided to get back into residential construction. I am expected to graduate in May with a degree in Residential Construction Management. Naturally creative, I have an excellent work ethic, strong communication skills, and, as one would say, an eye for design.

My record, both academic and career, is one of solid accomplishments and increasing levels of responsibility. Self-motivated with an enthusiasm for meeting set goals, I have consistently produced quality work that sets me apart from other individuals.

It would be a great honor to come and add my creativity to your team. If there is anything that I could add to my profile to help make your decision, please contact me at 770.656.4881.

Sincerely,

Rashaad Lyntrez Ansley

References Available Upon Request

Rashaad Lyntrez Ansley

32 Michael Etchison Circle

Monroe, GA 30655

770.656.4881 | rashaad.l.ansley@gmail.com

Objective To obtain a steady and effective job career in Residential Construction Management.

Education

Gwinnett Technical College *August of 2020 - Present*

Residential Construction Management, *Major*

5150 Sugarloaf Pkwy
Lawrenceville, GA 30043
770.962.7580

Expected Graduation in May of 2025

Gupton-Jones College of Funeral Service *April of 2015 - Graduated May of 2017*

Mortuary Science, *Major*

5141 Snapfinger Woods Drive
Decatur, GA 30035
770.593.2257

Savannah College of Art and Design *August of 2012 - December of 2014*

Interior Design, *Major*

Architecture, *Minor*

342 Bull Street
Savannah, GA 31402
912.525.5928

Certifications 10 Hour Construction Safety and Health Certified - OSHA

Licensed Funeral Director for the State of Georgia

Licensed Embalmer for the State of Georgia

Certified Cremation Operator

Certified Cremation Arranger

Relevant National Board Arts Section - *Passed*

Courses/ National Board Science Section - *Passed*

Skills Computer Skills (Adobe Suite, Microsoft Suite, AutoCAD, Basic Computer Skills)

Work

Experience **SCI - Eternal Hills Funeral Home, Funeral Director, Snellville, GA** **Current**

Answer Death Calls, Assist with families, Plan final arrangements for loved ones, Assist in the Services for loved ones, Coordinate Service details with staff and vendors, Sign off on cremations, Oversee the full cremation process of remains, Lead Compliance Initiatives, Made sure Funeral home was compliant with State laws, Assist with management to develop plans to improve the company and sales, Assist with the hiring process of hiring part time workers. Assist with managerial role and duties due to a location manager not being in place.

Southern Cremations and Funerals, Manager and FDICC, Marietta, GA. 2017-2020

Answered Death Calls, Assisted with families, Planned final arrangements for loved ones, Assisted in the Services for loved ones, Coordinated Service details with staff and vendors, Signed off on cremations, Oversee the full cremation process of remains, Lead Compliance Initiatives, Made sure Funeral home was compliant with State laws, Assisted with management to develop plans to improve the company and sales, Assisted with the hiring process

References Available Upon Request

Rockdale County Government, Deputy Coroner, Conyers, GA 2017-2019
Answer death related calls for the county, work hand in hand with investigator to determine scene information, Assist families with final disposition knowledge, Work with medical professionals to determine cause of death for deceased persons, Work with state officials to produce certified documents

Young-Levett Funeral Home, Apprenticeship and Funeral Director, Monroe GA
Answered calls, Assisted clients with computer operations, Assisted clients with funeral planning, Provided sympathy and empathy to each family, Provided grieving mechanisms for families during a difficult time, Provided great customer service to the general public

Chico's FAS, Customer Service and Sales Representative, Winder, GA
Answered all calls, Assisted clients with computer operations, assisted customers with placing orders, Provided great customer service, Processed billing information, Provided quality calls, Provide great sale experience

Activities Gwinnett Chamber of Commerce - Gwinnett Young Professionals - **35 under 35**
Georgia Forward's Young Gamechanger 2019 Class - Walton County
Georgia Funeral Service Practitioners Association
Georgia Coroners Association

Interests Funeral Service, Customer Service, Helping People along the grieving process,
Residential Architecture, and Residential Development