

October 8, 2014

To whom it may concern;

I am inquiring about an internship in funeral services. This position would be an asset for me in fulfilling my education requirements. I have had no hands on training in this area but I am eager to be taken under the leadership of a well-respected and experienced funeral director. This position will allow me to interact with clients, learn financial planning, conduct interviews with families, learn proper techniques for preparation of a deceased body, as well as learn to handle viewings and other aspects of the business such as dealing with various vendors and proper usage of products. I also have a diploma as a Licensed Practical Nurse since 1992. In this title I have worked in home settings and nursing home facilities. I worked with clients ranging from pediatrics, adults to geriatrics. I feel this experience has allowed me to have hands on experience with deceased patients as well as the critically ill. I would be interested in learning more about proper protocols from end of life to disposing of remains. I would also like to know how to conduct aftercare offered to the families in helping them to deal with grief and financial resolutions.

I have a Bachelor of Art Degree in Mathematics and Natural Science from Thomas Edison College. I attended Mercer County Vocational School of LPN where I obtained my diploma as a Licensed Practical Nurse; both located in Trenton, New Jersey. I am currently attending Mercer County Community College for Funeral Services.

My resume is enclosed which contains additional information on my experience and skills. I greatly appreciate the opportunity to be an addition to your establishment so I may learn proper techniques for arrangements, embalming and preparation, viewings and any other experience you believe would be helpful for me to be a successful funeral director. This opportunity will help me accomplish my funeral service goals. Thank you again. I can be reached via cell phone at 609-937-7419 or by e-mail at wvalerie@aol.com or Valerie.moses@doh.state.nj.us. Thank you for your time and consideration. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Valerie Moses

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Objective:

To obtain a position for an opportunity to gain training, growth and education can be utilized and implemented. My goals are to communicate effectively, acquire professional experience in restorative art, funeral arrangements and other funeral services that can be exemplified in doing an outstanding job for the decedents and families.

Education:

Thomas Edison College- Trenton, New Jersey. Degree: BA degree in Natural Sciences/Mathematics.

Mercer County College- Trenton, New Jersey. Major: Registered Nurse; Major: Funeral Services Program.

Fairleigh Dickinson University- Teaneck, New Jersey. Major: Medical Laboratory Technology.

Mercer County Vocational School- Trenton, New Jersey. Diploma: Licensed Practical Nurse.

Work Experience:

Supervising Laboratory Technician-

2003- present

Principal Laboratory Technician-

1994- 2003

Virology Program: Human Immunodeficiency Virus Laboratory- New Jersey Department of Health- West Trenton, New Jersey.

Duties and responsibilities: Prepare and conduct various routine and complex microbiological tests and do the analysis. Preparation of reagents and specimens for radio assay analysis. Perform the more difficult and complex microbiological confirmatory tests. Interpretation of the results for these test and prepare accurate reports for Western Blot reports. Maintain the essential records and reports. Utilize various types of electronic and manual recording of information systems used by the agency, office or related units.

STARH (Serologic Testing Algorithm for Recent HIV Seroconversion) project for HIV: samples were aliquot and sent to NYDOH (New York Department of Health) for testing. Maintain database and log sheets from various blood laboratories of incoming and outgoing samples.

Serology Laboratory:

Duties and responsibilities: Perform Hepatitis screenings and confirmatory testing for Hepatitis A, B, C, Core-T and AUSAB. Process results and send out reports manually and electronically to various counseling sites.

Microbiology Laboratory: Testing of Flu and West Nile Virus Samples. **Cross training opportunity:** Extraction of Mosquitos and birds for elution process and further testing initials and confirmatory. Send

out results to appropriate agencies. Maintenance, ordering supplies and specimen receiving process of incoming samples.

Automated Assays Laboratory: Drug testing of Cannabinoids and Immunoglobulin G Antibody Oral fluid assays.

Duties and responsible: Operator on DSX2 Automated Elisha System of oral fluid samples. Send out previously tested samples to reference laboratory. Operator on DSX1 Automated Elisha System for testing of Oxycodone, Barbiturates, Benzodiazepines and Methadone.

Senior Laboratory Technician- 1993- 1994

Sickle Cell Laboratory- Inborne Errors of Metabolism Program New Jersey Department of Health- Lawrenceville, New Jersey.

Duties and responsibilities: testing, pipetting, staining, and processing results for send outs.

Laboratory Technician- 1989- 1993

Specimen and Receiving Laboratory- Virology Program New Jersey Department of Health- Trenton, New Jersey.

Duties and responsibilities: Open samples received from various agencies for virology and serology laboratories. Process paperwork and assign laboratory number to each sample, record sample numbers in log book. Deliver samples to appropriate laboratory for testing. Receive HIV results back for laboratory and send out results or fax to appropriate agencies. Give verbal results over the phone to agencies.

Licensed Practical Nurse- 1992- present

Cinnaminson Center- Cinnaminson, New Jersey. 2007- 2013

Lutheran Home in Moorestown- Moorestown, New Jersey. 2004- 2008

Water Edge Rehabilitation Center- Trenton, New Jersey. 1998- 2001

Bayada Pediatrics Home Care- Mount Laurel, New Jersey. 1993- 2005

SNI Home Care- Voorhees, New Jersey. 1997- 2004

Interim Healthcare- Moorestown, New Jersey. 1992- 1997

Duties and responsibilities: Provide basic care to clients, administer medication, feedings via gastrointestinal tubes, take and record vital signs, give wound care, give respiratory treatment and range of motion to bed ridden patient, assessment and preventive care. Update residence orders as given by physician may order. Document all procedures and chart medications, vital signs and I&O. Perform head to toe assessment and report any change in status to physician and do require intervention.

SKILLS:

Office skills would include light typing word processing, filing, and answering telephones.

Laboratory skills would include data entry, use of immunoassay testing for blood, oral fluids and dry blood spots. Recording room temperature, maintenance of equipment, ordering reagents and restocking supplies as needed for testing. Interpreting and sending out routine results by way of fax, e-mail and mail out results. Read and interpret Western Blot confirmatory test. Give verbal results to agencies that call. Automated Assay for drug screening of Cannabinoids and Immunoglobulin G Antibody samples.

Reference: Mr. Kenneth Earley- supervisor: 856-316-6435

Ms. Robin Payne- Associate: 973-910-8181