

Lorraine Nue

#7

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From: Danielpskinner@aol.com <jobs@washingtonpost.com>
Sent: Friday, August 07, 2015 1:15 PM
To: Church Office
Subject: Application submitted from Washington Post Jobs by Daniel Skinner for Cemetery Manager - Status: Emailed
Attachments: Daniel P Skinner RESUME.docx

The following application has been submitted from Washington Post Jobs

Candidate name: Daniel Skinner
Candidate email: Danielpskinner@aol.com

Job title: Cemetery Manager
Job link: <https://jobs.washingtonpost.com/job/36021554/cemetery-manager/>
Employer: St. Paul's Episcopal Church
Application date: 8/7/2015
Resume file: Daniel P Skinner RESUME.docx

Other information:

Cover Letter : I would like to take full advantage of my many skills and abilities to advance in a new position. I feel that I am experienced and qualified for many tasks. I have over 23 years experience in cemetery management and upkeep, along with supervisory skills.

I am an especially hard worker, versatile, motivated, loyal, and take pride in my work. My qualifications and background will allow me to excel in a number of possible positions,

I currently have a Massachusetts 2A Hoisting Engineer license and CDL Class B Drivers license. I am CPR / AED certified.

Thank you for your time and consideration in reviewing my resume. Please feel free to contact me, should you have any questions.

Sincerely,

Daniel P. Skinner

The Washington Post, 1150 15th St. NW, Washington, DC 20071

Daniel P Skinner
36 Franconia Ave
Natick, MA 01760 US
Mobile: (508)654-3082
Email: DanielPSkinner@aol.com

Town of Weston
Weston, MA United States
08/1994 - Present

Heavy Equipment Operator Grade 1 Parks & Cemetery Division
Supervisor: Bill O'Neil (781-786-5132)

Responsible for operating heavy equipment in a safe and appropriate manner including trucks, front-end loaders, backhoe, street sweepers, compactors, snow blowers and other pieces of equipment. Clean, maintain and secure all equipment. Prepare and set up grave site for interments. Maintain grounds, grave sites and tombs at the four town cemeteries and parks. Performed general grounds maintenance tasks including mowing, raking, sweeping, snow removal of roads and sidewalks, planting, watering, trimming, litter collection, tree removal, etc. Operate power equipment including mowers, weed trimmers, tillers, etc. Assist other Town Divisions in specific tasks such as digging water main breaks, street sweeping, catch basin repairs, vegetation control, paving town roads, Assist the public as required. Perform other related work as required.

Danny Boy Landscape
Natick, MA United States
4/1991 - Present
Owner
April 1991 - Present

Maintained properties of private residences by providing the following services.

Mow and edge lawns, using power mowers and edges.
Care for established lawns by mulching, aerating, weeding, grubbing and removing thatch, and trimming and edging around flower beds, walks, and walls.
Use hand tools such as shovels, rakes, pruning saws, saws, hedge and brush trimmers, and axes.
Prune and trim trees, shrubs, and hedges, using shears, pruners, or chain saws.
Gather and remove litter.
Maintain and repair structures such as fences, and benches, using hand and power tools.
Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, and trees, using hand or automatic sprayers or spreaders. Provide proper upkeep of sidewalks, driveways, planters and other grounds features.

Mount Ida College
Newton, MA United States
03/2006 - 8/2013
Hours per week: 16
Supervisor: Ben Katz (774-222-2118)

Corporal
3/2006- 8/2013 Mount Ida College Newton, MA

As Corporal / Shift Supervisor, responsible for 5 patrol officers⁴ per shift. Served as Field Training Officer, familiarizing new officers in department protocol and philosophy.

Coordinate efforts with college Administration on Call to effectively integrate co-departmental services offered by Public Safety and Residence Life. Served as campus-wide crisis responder, addressing concerns including suicidal ideation's, physical altercations, sexual assaults, harassment, medical emergencies, and major maintenance issues. Engaged in effective community policing through attendance of Resident Assistant programming, athletic meets, and other college events. Continued to perform duties of Patrolman as described below

Patrolman March 2006 – August 2006

Performed regular patrol of campus buildings and grounds, ensuring security and safety of college residents, faculty, staff, and property. Served as dispatch/control as needed, maintaining clear and concise duty logs. Wrote, submitted, and filed incident reports, detailing specifics and context of crisis.

St Patrick's Cemetery
Natick, MA United States
03/1988 - 04/1991

Assistant Superintendent

Under general supervision from the Cemetery Superintendent assisted in planning and supervising cemetery operation and maintenance of cemetery grounds, buildings and equipment. Assisted Superintendent to ensure excavation at correct location coordinates with monument companies, mortuary and grave site owners. Performed and supervised the performance of excavation and landscaping duties. Provided training of all new cemetery employees.

In the Superintendent's absence, scheduled work and assigned duties to employees and recommended discipline as appropriate. Assisted in the preparation and submission of payroll, daily time and attendance sheets, safety and vandalism reports.

Performed maintenance procedures using hand tools and equipment such as backhoe, loader, street sweeper, tamper, mowers, and weed trimmers. Lead work crews who mow, weed and trim around more than 10,000 headstones. Help maintain work order system. Responsible for keeping track of graves that have been seeded and or in need of sod.

Ensured the upkeep of all burial sites and surrounding lots and property. Responsible for keeping records of daily maintenance performed and supplies / materials used. Make recommendations to the superintendent on supplies and materials needed. Ensured equipment was properly maintained and safely operated. Assisted with office duties, answering phones, dealing with the public, enter burial information in computer and collecting fees. Would meet and discuss burial arrangements with funeral directors and families.

Education:

Natick Public Schools Natick, MA United States

High School Diploma 06/1987

Lorraine Nue

#8

2 pages

From: dreyerdd2003@gmail.com <jobs@washingtonpost.com>
Sent: Friday, August 07, 2015 8:45 AM
To: Church Office
Subject: Application submitted from Washington Post Jobs by Dennis Dreyer for Cemetery Manager - Status: Emailed
Attachments: Resume201508060808 (1).pdf

The following application has been submitted from Washington Post Jobs

Candidate name: Dennis Dreyer
Candidate email: dreyerdd2003@gmail.com

Job title: Cemetery Manager
Job link: <https://jobs.washingtonpost.com/job/36021554/cemetery-manager/>
Employer: St. Paul's Episcopal Church
Application date: 8/7/2015
Resume file: Resume201508060808 (1).pdf

Other information:
Cover Letter : Dear Sirs,

I have been in the Cemetery and Funeral industry for 25 years. As my resume shows I have knowledge in all areas of cemetery management. My wife originated from the east coast and we are wanting to relocate. Please consider my application.

Dennis Dreyer

The Washington Post, 1150 15th St. NW, Washington, DC 20071

DENNIS DREYER

1727 Lucas, Webb City, MO 64870 | (H) 417-434-0117 | dreyerdd2003@gmail.com

Professional Summary

Accomplished and energetic General Manager with a solid history of achievement in Cemetery and Crematory management. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include administration, human resource and people skills.

Skills

- Administration and Management
- Critical Thinking
- Speaking
- Management of Financial Resources
- Monitoring
- Sales and Marketing

Experience

General Manager

03/1989 to Present

Bentley Cemeteries LLC – Joplin, MO

- Direct or coordinate an organization's financial or budget activities to fund operations, maximize investments, or increase efficiency.
- Analyze operations to evaluate performance of a company or its staff in meeting objectives or to determine areas of potential cost reduction, program improvement, or policy change.
- Negotiate or approve contracts or agreements with suppliers, distributors, federal or state agencies, or other organizational entities.
- Attend and participate in meetings of municipal councils or council committees.
- Develop, or oversee the development of, marketing or outreach media for sustainability projects or events.

Education

High School Diploma:

May 1977

Stanton High School - Stanton, NE