



Tamara Vradenburg

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PROFESSIONAL SUMMARY

Dedicated professional with 29 years of a proven track record of providing exceptional care and support. Offer strong organizational skills to enhance work environments and utilized effective communication to foster positive relationships. Known for a trustworthy nature and a flexible schedule, consistently ensuring the well-being and development of those under care.

SKILLS

- Compassionate communication
- Body preparation
- Licensed Funeral Director
- Licensed Pre-Need Insurance Agent
- Mortuary operations
- Legal Compliance
- Licensed Cremated Remains Disposer
- Headstone Specialist, designing, blasting and arranging installation.

WORK HISTORY

MANAGING FUNERAL DIRECTOR 12/2023 to CURRENT

Clovis Funeral Chapel | Clovis, CA

- Assisted in the preparation of bodies for visitation or burial, adhering to strict standards of care.
- Displayed highest level of professionalism and sensitivity when dealing with grieving family members.
- Upheld legal compliance with local regulations regarding burials, cremations, and embalming practices.
- Picked up deceased at private homes, hospitals and county morgues.
- Developed and implemented staff training programs, elevating level of service and expertise in funeral planning and bereavement support.

FUNERAL DIRECTOR/OWNER 01/2012 to 11/2022

Rose Mortuary & Crematory | Rancho Mirage, CA

- Managed all aspects of funeral arrangements for smooth and efficient service delivery.
- Increased customer retention, skillfully addressing concerns and resolving conflicts.
- Picked up deceased at private homes, hospitals and county morgues.
- Developed strong relationships within the community through outreach initiatives and networking events.
- Managed financial transactions and record-keeping with accuracy and confidentiality.

- Streamlined operations with effective communication between staff, clients, and vendors.
- Organized staff schedules to ensure adequate coverage during peak hours or high-volume periods.
- Enhanced workplace safety by implementing strict procedures and regular staff training sessions.
- Enhanced funeral home's online presence, updating website and social media platforms to better connect with community.
- Assisted in the preparation of bodies for visitation or burial, adhering to strict standards of care.

FUNERAL DIRECTOR/OWNER

01/2009 to 11/2022

Rose Mortuary & Crematory | Desert Hot Springs, CA

- Assisted in the preparation of bodies for visitation or burial, adhering to strict standards of care.
- Displayed highest level of professionalism and sensitivity when dealing with grieving family members.
- Arranged funeral/memorial services for grieving families to meet budget and memorialized instructions.
- Increased customer retention, skillfully addressing concerns and resolving conflicts.
- Enhanced workplace safety by implementing strict procedures and regular staff training sessions.
- Negotiated contracts with vendors to secure competitive pricing on funeral products and services.
- Maintained meticulous records in compliance with state regulations, ensuring legal and ethical standards were met.
- Assisted families with ordering monuments/headstones and arranging for setting in a cemetery.

FLORIST/OWNER

01/2012 to 06/2021

Lilies Palm Springs | Palm Springs, Ca.

- Managed daily opening and closing of florist shop to prepare for incoming customers and balance payments.
- Utilized floral design techniques to craft unique floral arrangements.
- Transported and set up floral arrangements for large-scale functions, comprising weddings, funerals, and banquets.
- Maintained fresh inventory through proper rotation, storage, and display methods.

OWNER

04/2007 to 08/2018

Desert Transport Service | Desert Hot Springs, Ca.

- Oversaw daily operations, ensuring all tasks were completed accurately

and efficiently by team members.

- Transported decedents from the place of death to the coroners office, various funeral homes, cemeteries and airports.
- Assisted in recruiting, hiring and training of team members.

FUNERAL ASSISTANT

01/2000 to 03/2007

Westside Family Mortuary | Taft, Ca.

- Prepared facilities for funeral visitations and memorial services, arranging chairs and flower arrangements and setting up sign-in books and memorial cards.
- Performed administrative duties by obtaining burial permits and doctors' signatures on death certificates and registering deaths.
- Supported funeral director with all facets of funeral service coordination.

FUNERAL ASSISTANT

12/1997 to 06/2000

Hillcrest Memorial Park & Mortuary | Bakersfield, Ca.

- Supported funeral director with all facets of funeral service coordination.
- Drove company vehicles to transport remains or families to services.
- Welcomed families and visitors into facility and guided into appropriate visitation rooms or chapel.
- Prepared facilities for funeral visitations and memorial services, arranging chairs and flower arrangements and setting up sign-in books and memorial cards.
- Performed administrative duties by obtaining burial permits and doctors' signatures on death certificates and registering deaths.

FUNERAL ASSISTANT

01/1996 to 06/1997

Bade Mortuary | Tujunga, CA

- Supported funeral director with all facets of funeral service coordination.
- Greeted funeral guests and coordinated seating.
- Drove company vehicles to transport remains or families to services.
- Welcomed families and visitors into facility and guided into appropriate visitation rooms or chapel.

EDUCATION

Associate of Science | Criminal Justice
Taft College, Taft, Ca.

05/2024

ACCOMPLISHMENTS

Was voted Kern County Young Funeral Professional of the Year in 2001.
Treasurer of Kern County Funeral & Cemetery Association 2000 - 2001.