

Mark L. Parrish

1206 South 52nd #401
West Des Moines, Iowa 50265

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OBJECTIVE

To provide the highest standard of funeral home services to individuals, families and other funeral homes through dignity, compassion, integrity and caring.

EDUCATION

Associates in Arts – Business Administration

Kirkwood Community College Cedar Rapids, IA August 2005 - May 2007

Advanced Diploma – Mortuary Science

Des Moines Area Community College Ankeny, IA August 2007 - August 2008

EMPLOYMENT EXPERIENCE

Owner & Funeral Director – Caldwell Parrish Funeral Home & Crematory

Urbandale, IA April 2014 – Present

Responsibilities: meet with individuals and families to plan funeral arrangements; present all types of services and merchandise tailored to meet the needs of each client; direct and arrange funerals including: ordering caskets, urns, and vaults; coordinate funeral arrangements with vault company, cemetery, casket/urn company, churches or institutions, religious persons, arrange for hair; assist with or write obituary and post to funeral website and submit to newspaper(s); provide oversight for the creation of funeral programs or memorial folders, prayer cards, register books and other products selected for the service; complete and submit decedent information for the Electronic Death Records Submission (EDRS); work with Des Moines University and the University of Iowa for donation of body to science; bookkeeping; payroll; management of business; embalming; cremation and other preparation of the body; oversight and management of computer data base for funeral home management; upkeep of licensing for funeral home and crematory; work with other entities in coordinating the shipment of deceased to other state or countries.

Licensed Iowa Life Insurance Agent – Homesteader's Life Company

Urbandale, IA April 2014 – Present

Responsibilities: meet with those interested in purchasing insurance to cover their funeral costs, this includes pre-planning funeral services and the submission of paperwork to the life insurance company; host meetings for individuals interested in learning more about pre-planning their funeral services and the benefits of it.

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Employment Experience *[continued]*

Funeral Director/Embalmer – Overton Funeral Home

Indianola, Iowa

October 2008 – January 2014

Responsibilities: met with individuals and families to plan funeral arrangements; presented all types of services and merchandise tailored to meet the needs of each client; directed and arranged funerals including: ordering caskets, urns, and vaults; coordinating funeral arrangements with vault company, cemetery, casket/urn company, churches or institutions, religious persons; assisted with or wrote obituary and posted to funeral website and submitted to newspaper(s); created funeral programs or memorial folders, prayer cards, register books and other products selected for the service; completed and submitted decedent information for the Electronic Death Records Submission (EDRS); embalmed, cremated and prepared bodies

Mortuary Science Student – Caldwell Raddatz Funeral Home

Urbandale, IA

September 2007 - August 2008

Responsibilities: worked in funeral home learning various aspects of funeral directing including embalming, cremation and other preparation of the body; completed appropriate paperwork; completed and submitted death certificate information; met with families and assisted them planning arrangements; directed funerals

Memberships/Organizations

Education Committee Board Member, Iowa Funeral Directors Association

Member, National Funeral Directors Association

Member, Cremation Association of North America

Certified Crematory Operator, National Funeral Directors Association

Licensed agent, Homesteader's Life Company

Member, Knights of Columbus Council 12432

Vocational Chair for the Rotary Club Board of Directors, Rotary Club of DMAM

Member, Urbandale Chamber of Commerce

Preceptor, Des Moines Area College Mortuary Science Program

Board Member, Pregnancy & Infant Loss Board