
Apartment Caretaker Resume

Job Objective

Seeking a position as Apartment Caretaker in a reputed organization where I can use my skills and experience.

Highlights of Qualifications:

- Admirable experience in performing repair and maintenance to apartments
 - Huge knowledge of cleaning techniques and procedures
 - Deep knowledge of building electrical panels and fire alarm systems
 - Ability to perform rounds for routine maintenance
 - Ability to provide optimal customer services
 - Ability to perform preventive maintenance on equipments
 - Ability to Clean elevators, floors, walls, light fixtures, and door tracks
 - Ability to coordinate with residents and employees
 - Ability to perform repairs to electrical and plumbing systems
 - Ability to interpret all instructions
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Professional Experience:

Apartment Caretaker
Willoway Apartments, Kewanee, IL
August 2007 – Present

- Ensured compliance to all regulations of apartment employer.
- Performed all necessary repairs such as painting of walls.
- Administered regular preventative maintenance on all equipments.
- Performed regular landscaping of area and maintained garages.
- Maintained sidewalk in winter and shoveled all snow.
- Managed trash cans and dumpsters in apartment complex.
- Evaluated area for any missing light bulbs and facilitated changes.
- Maintained neat and clean storage and laundry rooms for complex.

Apartment Caretaker
Bradley House Apartments, Kewanee, IL
May 2004 – July 2007

- Maintained record of tenant names on intercom systems.
 - Installed and changed all air filters for air conditioning system.
 - Performed repair to all plumbing and electrical systems for building.
 - Maintained emergency lighting systems and initiated change and repair as per requirement.
 - Performed inspections when tenant move out and new tenant moves in.
 - Provided assistance to new tenants and showed suites.
 - Maintained cleanliness for all buildings and ensured appropriate standards.
 - Resolved all tenant complaints efficiently.
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Education:

Associate Degree in Hotel Management
Colorado Northwestern Community College, Rangely, CO

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