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## Apartment Groundskeeper Resume

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### Job Objective

Seeking an Apartment Groundskeeper position in an organization where I can utilize my skills and be an asset to the employer.

### Highlights of Qualifications:

- Highly experienced in cleaning, maintaining and removing trash from apartment and its premises
- Profound knowledge of building maintenance and property management practices
- Outstanding knowledge of operating various hand and power tools related to maintenance of property
- Familiarity with understanding safety rules, operation manuals and maintenance instructions
- Ability to interact with all coworkers and apartment residents in a pleasant manner
- Ability to handle and move furniture, construction materials and machinery safely

### Professional Experience:

Apartment Groundskeeper  
Greystar Management Services, LP, Augusta, GA  
August 2012 – Present

### Responsibilities:

- Mopped, vacuumed and washed building floors and other areas.
- Removed snow, mud, and plant debris from pathways and cleared grounds.
- Collected and disposed of trash and debris in a proper manner.
- Repaired building systems and assisted with renovation of apartment.
- Transferred paint materials and assisted with painting of apartment.
- Moved furniture and readied vacant apartment units for tenant move in.

Apartment Groundskeeper  
Park Properties Management Co, Augusta, GA  
May 2009 – July 2012

### Responsibilities:

- Cleaned floors and grounds, and removed snow and mud to maintain cleanliness of apartment premise.
- Gathered, removed, and dumped trash in appropriate sites, as specified.
- Prepared checklists of repair and maintenance tasks and completed all tasks in a timely manner.
- Brought paint supplies from storage areas and assisted with painting of apartment units, as scheduled.
- Developed and maintained positive relationships with coworkers, owners, and tenants.
- Cleaned and maintained pool area and ensured proper arrangement of poolside furniture.

### Education:

Associate Degree in Horticulture  
Vermilion Community College, Ely, MN

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