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## Apartment Superintendent Resume

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### Job Objective

To obtain Apartment Superintendent Position in a highly established firm.

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### Highlights of Qualifications:

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- Vast property management experience
  - Wide knowledge about HVAC, electrical, plumbing and carpentry
  - Familiarity with housekeeping, maintenance, and grounds keeping activities
  - Proficient with construction and project management software
  - Ability to handle multiple priorities with efficiency and accuracy,
  - Ability to direct and supervise sub-contractors to complete projects
  - Strong influencing and negotiating skills
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### Professional Experience:

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Apartment Superintendent  
McKinley, Jackson, MS  
September 2006 – Till Date

- Administered day to day operations of community.
  - Managed the resident requests and enquiries.
  - Collected rent and leased apartments.
  - Carried out housekeeping and maintenance activities.
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### Education:

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High School Diploma  
Rye High School, RYE, CO

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