
Apartment Superintendent Resume

Job Objective

To obtain Apartment Superintendent Position in a highly established firm.

Highlights of Qualifications:

- 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:

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:

High School Diploma
Rye High School, RYE, CO

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