
Estate Caretaker Resume

Job Objective

To obtain employment as Estate Caretaker where I can utilize my education and caretaking skills.

Highlights of Qualifications:

- Wide experience in managing various estate for general public
 - Exceptional knowledge of various health and safety procedures
 - Outstanding knowledge of Federal, State and local regulations
 - Ability to perform various manual tasks
 - Ability to monitor working of all contractors
 - Ability to communicate with all customers
 - Ability to perform preventive maintenance on equipment
 - Ability to maintain optimal level of customer services
-

Professional Experience:

Estate Caretaker

Parklawn Estates, Beaverton, OR

August 2007 – Present

- Performed regular inspection for all homeless applications for accommodation.
- Coordinated with residents to provide temporary accommodation.
- Maintained internal and external area of estate as per standard.
- Maintained record of all temporary accommodation provided.
- Prepared reports to be presented to accommodation office manager.
- Administered storage units for furniture and managed rent scheme for furniture.
- Monitored removal of furniture and facilitated repair if required.

Estate Caretaker

Blue Fern Real Estate, Beaverton, OR

May 2004 – July 2007

- Provided assistance to staff members to resolve tenant issues,
 - Supported all line managers and implemented improvement to services.
 - Ensured compliance to all H&S regulations in various estate activities.
 - Performed risk management activities for all project.
 - Prepared reports for all emergency incidents and call outs.
 - Ensured safe environment for all tenants at all times.
 - Maintained optimal level of customer services for client groups.
 - Monitored estate and maintained appropriate cleanliness's of environment.
-

Education:

Associate Degree in Civil Environmental Engineering

Coffeyville Community College, Coffeyville, KS

[Build your Resume Now](#)