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## Estate Caretaker Resume

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### Job Objective

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

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### Highlights of Qualifications:

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- 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
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### Professional Experience:

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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.
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### Education:

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Associate Degree in Civil Environmental Engineering  
Coffeyville Community College, Coffeyville, KS

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