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## Property Caretaker Resume

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### Job Objective

Looking for the job of Property Caretaker in a well known organization.

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### Highlights of Qualifications:

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- Huge experience in maintaining property and estate for clients
  - Outstanding knowledge of landscape area and garden
  - Ability to operate appliances and light equipment
  - Ability to effectively interact with individuals with disabilities
  - Ability to perform routine buildings and grounds maintenance
  - Ability to maintain reports for expense claims
  - Ability to provide optimal level of customer services
  - Ability to perform heavy physical work
  - Ability to climb ladders and work from the top of the ladder
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### Professional Experience:

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Property Caretaker  
Buckingham Companies, New Hyde Park, NY  
August 2007 – Present

- Answered all phone calls and emails for lease inquiries.
- Performed regular maintenance and repair work on various rental units.
- Maintained lawn area and assisted to remove snow from ground.
- Evaluated and implemented all leases for new and present clients.
- Managed collection of all rents for accounts receivable on rental software.
- Administered staff activities and issues for office.
- Monitored and processes all resident inquiries and complaints.
- Prepared all memos and budgets and associate correspondence.
- Performed required upgrade for various computer programs.

Property Caretaker  
Essex Property Trust, Inc., New Hyde Park, NY  
May 2004 – July 2007

- Managed volunteer community and administered activities at site.
  - Maintained garden and ensured neat and clean area at all times.
  - Assisted to recruit required volunteers as per policies.
  - Supervised all activities of contractors hired for property work.
  - Monitored security and safety of property at all times.
  - Coordinated with all volunteers to ensure smooth working of all activities.
  - Administered all property associate expenses and recorded it.
  - Developed and maintained documents for property log.
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### Education:

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Associate Degree in Property Management  
Estrella Mountain Community College, Avondale, AZ

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