
Apartment Porter Resume

Job Objective

A dedicated Apartment Porter seeking employment in your organization.

Highlights of Qualifications:

- Exceptional experience in apartment maintenance
 - Sound knowledge of apartment management operations
 - Profound knowledge of general maintenance activities
 - Familiarity with operation of cleaning equipment
 - Skilled in supervising and directing apartment staffs
 - Ability to perform inspection of apartment community
 - Ability to interpret safety instructions
 - Ability to adhere to apartment policies and procedures
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Professional Experience:

Apartment Porter
Greystar Management Services, Arlington, VA
August 2007 – Present

- Checked apartment community and reported any unsafe conditions to management.
- Maintained pool area clean and safe.
- Watered plants and carried out lawn mowing activities.
- Maintained storage areas locked at all times.NHRFMT
- Provided support in implementing continuous improvement plan.
- Assisted in preparation of preventive maintenance programs.
- Followed safety precautions such as wearing personal protective equipment.
- Responded to resident's queries and attended to maintenance problems.

Apartment Porter
Korda Group, Arlington, VA
May 2004 – July 2007

- Operated blower to clean walking areas.
 - Cleaned carpets and repaired windows and doors.
 - Removed trash and abandoned furniture.
 - Performed routine maintenance as requested by management.
 - Distributed notices to residents regarding events, newsletters and maintenance duties.
 - Performed paint jobs as needed.
 - Maintained apartment community safe and clean.
 - Adhered to OSHA safety standards at all times.
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Education:

High School Diploma
Callaway High School, Hogansville, GA

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