

Robert Smith

Caretaker

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SUMMARY

Caretaker with 4 years of experience in customer service and support with recognized strengths in office and clerical duties. Account maintenance, problem-solving and troubleshooting, staff support, and planning/implementing proactive procedures and systems to avoid problems in the first place. Possess solid computer skills. Excellent working knowledge using Microsoft Office WPM 45.

SKILLS

Telephone, Customer Service, Excellent Verbal Communication, Professionalism, Time Management And Organization, Works Well In Teams As Well As Independently

WORK EXPERIENCE

Caretaker

ABC Corporation - December 2015 - December 2018

- Processed facility reservations on the computer and maintained effective communication with the office staff through email, phone, and fax.
- Collected camping, firewood, shelter, and other fees and accurately reconciles sales with receipts.
- Performed grounds, buildings, facilities, and trails inspection, maintenance and repairs, includes but not limited to, trash clean up, painting, carpentry, sign installation, tree and shrub planting, mowing and other landscape care.
- Prepared and maintained records and reports as required, includes but not limited to, equipment and supply inventory and needs, damage and incident reports, employee time records and volunteer tracking worksheets.
- Performed general custodial work; includes but not limited to cleaning, sweeping and mopping restroom facilities and shelters, picnic tables, fire pits.
- Assisted the public with reservations, directions, general aid and information on park regulations, facilities and services.
- Enforced park rules, policies, and regulations.

Studio Caretaker

ABC Corporation - March 2013 - June 2014

- Maintained an organized, functional, and clean workspace.
- Performed small maintenance fixes in the studio including tasks such as replacing light bulbs.
- Supported and maintained organizational systems for the studios.
- Maintained and serviced Pilates Equipment, as needed.
- Maintained Studio plants and watering schedule.
- Maintained Studio Supply inventory and report low items as needed.
- Identified difficulties and provided and implemented solutions within the workspace of a rapidly growing and evolving company

EDUCATION

High School - 2012 (Keema High School)Certificate in Business/Management - (Allan Hancock College)Diploma in General - 2008(Imlay City High School - Imlay City, MI)