Arthur Nixon  
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[email]

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**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

**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.

**Education**

High School Diploma  
Callaway High School, Hogansville, GA