ROBERT SMITH

Property Inspector/Executive

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Currently employed as a residential property inspector with Dixon Advisory USA. Skilled in the use of electronic and physical surveillance techniques. Proficient in developing and compiling case information and sources.

JUNE 2015 – 2019

PROPERTY INSPECTOR/EXECUTIVE - ADVANCED REALTY

- Tenant Occupied property inspections. Receive invoices, apply charges to accounts.
- Schedule vendors such as maintenance, painting, cleaning, carpet cleaning, etc.
- Run front office, answer phones, take payments, prepare leases, scan, copy, and fax documents.
- A property inspector is responsible for examining the structural quality of any given property for general safety and occupancy.
- Inspects new homes, previously owned homes or townhomes and apartments. The property inspection may also include commercial buildings.
- Enforce standard property codes and ensure the property is within the city, state or federal.
- Working for a private sector leasing company, managing temporary accommodation properties for council tenants.

2014 – 2015

PROPERTY INSPECTOR - ABC CORPORATION

- I am a field property inspector.
- Do drive by, Verification, door hanger, Interior and Exterior inspection of property.I do insurance inspection.
- Am a license insurance agent for Auto and PC Insurance.
- All reports were correct and turn in on time.
- Skills Used The ability to use the latest technology available.
- Internet, Smartphones, Digital Camera..
- This is Dummy Description data, Replace with job description relevant to your current role.

EDUCATION

High School Diploma in Generals - 1989(Mountain Crest High School - Hyurm, UT.)

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SKILLS

Microsoft Office, Great customer service, Universal EPA certified.