



Seojun Melendez

Groundskeeper

☎ (770) 555-6328 ✉ seojun.melendez@example.com

🌐 linkedin.com/example/seojunmelendez 📍 Duluth, GA 30096

STRENGTHS

- ✓ **Reliable daily care**
Kept resident spaces ready through steady rounds and consistent cleanup. Supervisors came to rely on follow through.
- ♥ **Safety awareness**
Spotted trip hazards, damaged fixtures, and drainage concerns during routine rounds, then reported them before problems grew.
- 🔧 **Equipment care**
Checked, cleaned, and stored tools after field use. Small habits helped keep daily work moving smoothly.
- ☁ **Seasonal adaptability**
Handled leaves, storms, and cold weather tasks without losing focus on access, appearance, or resident comfort.
- 👥 **Resident service**
Worked courteously around residents, guests, vendors, and teammates. Clear communication helped outdoor work fit community activity.

SKILLS

Groundskeeping Landscaping

Property Maintenance Mowing

Trimming Edging Pruning

Weeding Watering

Basic Horticulture Flower Bed Care

Shrub and Tree Care

SUMMARY

Groundskeeper with four years of experience caring for residential communities, landscaped grounds, walkways, **parking areas**, and shared outdoor amenities. Performs mowing, trimming, edging, pruning, weeding, watering, litter removal, seasonal cleanup, and basic horticultural care with steady attention to safe equipment operation and property presentation. Inspects exterior areas for hazards, damage, drainage concerns, irrigation issues, and maintenance needs, then reports findings before they affect residents or property conditions. Maintains **flower beds**, shrubs, trees, courtyards, patios, dog parks, playgrounds, and recreation spaces. Supports maintenance teams with **storm cleanup**, leaf collection, cold weather surface treatment, beautification projects, and special exterior work. Works independently in changing weather, prioritizes daily tasks, follows **safety procedures**, and communicates courteously with residents, guests, vendors, and coworkers.

EXPERIENCE

Groundskeeper

Oakridge Community Management 📅 January 2025 - Present 📍 Duluth, GA

Maintains exterior grounds for a multibuilding residential community, supporting daily landscape care, outdoor amenity readiness, safety inspections, seasonal response, and **property beautification** while coordinating with maintenance leadership and residents.

- Organized daily **mowing**, edging, **trimming**, watering, litter collection, and common area checks around resident activity.
- Reported trip hazards, damaged fixtures, drainage concerns, and property damage after inspecting exterior areas each shift.
- Adjusted **pruning** and **watering** tasks for seasonal plant needs across shrubs, trees, flower beds, and turf.
- Completed preuse checks while operating mowers, trimmers, edgers, blowers, and pruning tools safely.
- Prepared patios, courtyards, playgrounds, **dog parks**, and recreation spaces for resident use and community activities.
- Supported storm cleanup, leaf collection, cold weather treatment, and beautification projects with courteous communication.

Landscape Maintenance Technician

Peachtree Property Care 📅 October 2023 - December 2024 📍 Norcross, GA

Serviced apartment and townhome properties through routine landscape maintenance, route planning, equipment care, seasonal cleanup, condition reporting, and coordination with **property maintenance** personnel.

- Completed mowing, **edging**, trimming, **weeding**, watering, pruning, and debris removal across landscaped residential areas.
- Prioritized entrances, **walkways**, high traffic spaces, and visible common areas across weekly property routes.
- Escalated turf stress, shrub overgrowth, irrigation problems, and storm damage requiring specialized maintenance.
- Cleaned, checked, stored, and maintained hand tools and powered **landscaping equipment** for dependable field use.
- Restored sidewalks, parking areas, and shared spaces through seasonal leaf collection and storm **debris** cleanup.
- Coordinated with maintenance personnel after finding damaged edging, fixtures, drainage issues, and other concerns.

Grounds Maintenance Assistant

Greenway Apartment Services 📅 October 2022 - September 2023 📍 Lawrenceville, GA

Litter Removal Amenity Cleaning

Seasonal Maintenance

LANGUAGES

English Native

Spanish Intermediate

MY CAREER

3.8
YEARS

● Groundskeeper at Oakridge
Community Management (1.8
Years)

● Landscape Maintenance
Technician at Peachtree
Property Care (1.2 Years)

● Grounds Maintenance
Assistant at Greenway
Apartment Services (11 Months)

Supported daily grounds care across apartment properties, building safe equipment habits while maintaining common areas, planted beds, **outdoor amenities**, seasonal conditions, and communication with property management.

- Collected **litter** and debris from walkways, **parking areas**, landscaped spaces, and resident common areas daily.
- Supported mowing, trimming, edging, weeding, watering, and pruning assignments under an experienced grounds lead.
- Maintained **flower beds** and shrub areas through weed removal, light pruning, watering, and mulch cleanup.
- Cleaned **patios, courtyards**, playground surfaces, and pet areas using procedures for active residential environments.
- Reported damaged landscape features, unsafe walking surfaces, fallen limbs, and exterior maintenance concerns during rounds.
- Prepared grounds for seasonal changes through leaf collection, storm cleanup, and cold weather supply staging.

PROJECTS

Residential Courtyard Beautification 📅 2025

Improved shared courtyard presentation through coordinated bed care, pruning, litter removal, amenity cleaning, and seasonal landscape tasks that supported a welcoming resident environment.

Seasonal Grounds Response 📅 2024

Restored safe access across residential properties after leaves, storms, and cold weather conditions created cleanup and surface treatment needs.

LEADERSHIP & AWARDS

- Recognized by property leadership for dependable daily grounds care and consistent attention to resident facing spaces.
- Trusted by maintenance teammates for reliable storm cleanup, hazard reporting, and support during special exterior projects.

EDUCATION

High School Diploma

Central Gwinnett High School 🎓 GPA: 3.0 📅 2022 📍 Lawrenceville, GA

Coursework: *Basic horticulture, environmental science, workplace safety, physical education*

CERTIFICATIONS

- OSHA 10 Hour General Industry 📅 2024
- Basic Horticultural Practices Training 📅 2024

TECHNICAL SKILLS

- **Landscape Equipment:** Mowers, string trimmers, edgers
- **Hand Tools:** Pruning tools, rakes, shovels
- **Grounds Care:** Mowing, trimming, edging
- **Plant Care:** Pruning, watering, weeding
- **Horticulture:** Flower beds, shrubs, trees
- **Outdoor Areas:** Walkways, parking areas, courtyards
- **Amenity Care:** Playgrounds, dog parks, patios
- **Seasonal Work:** Leaf collection, snow removal, ice treatment
- **Site Inspections:** Hazard checks, damage checks, drainage checks
- **Cleanup Services:** Litter removal, debris removal, storm cleanup

PROFESSIONAL AFFILIATIONS

- Residential property maintenance teams, supporting shared standards for clean, safe, attractive outdoor spaces.

- Landscape care crews, contributing dependable field support across apartment and townhome properties.

ADDITIONAL INFORMATION

Work Status : Authorized to work in United States. No sponsorship required.

REFERENCES

AVAILABLE ON REQUEST