

# Edin Ibric Resume

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## EXPERIENCE:

### **Maxwell-Kates Inc, LLC**

**New York, NY**

Superintendent

*July 2022-Present*

- 64 West 15th Street, New York, NY, 10011 & 135 West 14th Street, New York, NY, 10011
- Examine 2 buildings on a regular basis for needed repairs, maintenance, and cleanliness.
- Respond to maintenance requests and repairs by tenants.
- Manage emergency repairs and other contracted work.
- Clean and maintain all boilers and other major equipment.
- Supervise necessary repairs to plumbing, electrical, carpentry, windows, and mechanical equipment.
- Conduct ongoing program of general maintenance, upkeep and repair; assist with remodeling and renovation work.

### **Kent Real Estate Associates, LLC**

**New York, NY**

Concierge

*March 2022-July 2022*

- 500 West 25th Street, New York, NY, 10001
- Provided cleanliness by thoroughly following a daily routine.
- Completed formal requests made by tenants.
- Maintained a professional and friendly environment.

## EDUCATION:

- Attaining a 3.8 GPA in Baruch University
- Qalam Institute Graduate Student
- Attained a 3.7 GPA in Fort Hamilton High school
- Honors Society in Fort Hamilton High school

## SKILLS:

- Excellent leadership
- Communication, Organizational skills
- Prompt responder
- Microsoft Word, PowerPoint
- Fast learner
- Speaks Arabic at a pre-intermediate level