

YACKOB TAMIRE

CSM ANALYST

CONTACT

- 📞 5712765218
- ✉ Yackobt@yahoo.com
- 📍 Arlington/Springfield, VA
- 🌐 [GitHub Portfolio](#)
- 🌐 [Linkedin](#)

PROFILE SUMMARY

Certified Scrum Master and experienced Business Analyst with over 5 years of combined experience across business analysis, property operations, and leasing management. Proven success as both an Assistant Property Manager and Leasing Manager for 500+ unit residential communities, with strong expertise in using Yardi for lease administration, reporting, system troubleshooting, and tenant engagement. Skilled in bridging the gap between technical teams and end-users, resolving issues efficiently, and enhancing platform adoption. Now seeking to transition into a Yardi Support role, leveraging a unique mix of analytical, operational, and technical strengths to improve user experience and system performance.

Key Achievements

- Increased stakeholder satisfaction to 95% through cross-functional alignment and clear, actionable requirements. (CACI)
- Managed acquisition of \$2M in pandemic relief funding through streamlined application processes and effective community outreach. (CIM)
- Reduced sprint planning cycle by 15% and project rework by 30% by implementing agile best practices and enhancing requirement traceability. (CACI)

SKILLS

◆ Core Skills

Agile / Scrum
Requirements Gathering
Workflow Optimization
Stakeholder Management
Data Analyst

◆ Tools & Analysis

JIRA (Sprint-tracking)
Confluence
Visio (Diagramming)
Visual Studio Code
Yardi/voyager (CRM)

EDUCATION

- Associate's in Business Administration 2011-2013
- Certified Scrum Master (CSM), Scrum Alliance — 2024
- AWS Cloud Practitioner, Amazon AWS — 2022

WORK EXPERIENCE

DS Technologies Inc | Richmond, VA

Integration Business Analyst

July 2024- June 2025

- Led cross-functional projects through all phases of planning, analysis, and delivery.
- Collaborated with SMEs to define business processes and develop system workflows.
- Designed validation scripts and drove UAT efforts to ensure high-quality deployments.
- Created training materials and user guides to support adoption and ease of use.
- Conducted post-implementation reviews to identify process improvements and optimize performance.

CACI | Arlington, VA

Business Analyst

May 2023- June 2024

- Led requirements workshops; authored BRDs that improved cross-team alignment.
- Increased sprint velocity by 15% and reduced rework by 30% via optimized workflows.
- Managed UAT processes, driving stakeholder buy-in across the project lifecycle.
- Designed process flow diagrams to enhance clarity and reduce delivery risks.

PERSONAL INTERESTS

- Active investor with focus on financial markets, portfolio strategy, and global economic trends
- Team sports enthusiast — competitive soccer player and fan
- Podcast producer with experience in content development and digital media

Spectrum Financial Services | Springfield, VA

Business Systems Analyst

July 2022- May 2023

- Translated business needs into technical requirements; automated key workflows.
- Produced technical documentation and led QA testing to ensure system quality.
- Collaborated with developers to maintain data integrity and regulatory compliance.
- Built custom reporting dashboards to support data-driven decision making.

CIM Group | Alexandria, VA

Assistant Property Manager

June 2020- July 2022

- Managed day-to-day operations for a 500+ unit residential property, overseeing lease administration, rent collection, and vendor coordination.
- Monitored tenant retention, prepared retention reports, and supported lease renewal efforts through proactive outreach and follow-up.
- Generated and maintained core property reports such as rent rolls, delinquency reports, and occupancy summaries to support management decisions.
- Addressed tenant inquiries and service requests, ensuring timely resolution and high levels of satisfaction.

Bell Partners | Alexandria, VA

Senior Leasing Consultant

May 2018- June 2020

- Directed leasing operations for a 400+ unit residential community, boosting occupancy rates through strategic marketing and outreach.
- Managed the full leasing cycle from initial tour to lease execution, delivering exceptional service to prospective residents.
- Supervised and trained a team of leasing consultants, ensuring adherence to sales best practices and Fair Housing standards.
- Conducted competitive market analysis to adjust pricing strategies and maintain strong market positioning.