

Yackob Tamire

Arlington, VA 22204 • +1 (571) 276-5218 • Yackobt@yahoo.com • [Linkedin](#)

CSM ANALYST

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.

SKILLS

◆ Core Skills	◆ Tools & Analysis
Agile / Scrum	JIRA (Sprint-tracking)
Requirements Gathering	Confluence (Documentation)
Workflow Optimization	Visio (Diagramming)
Stakeholder Management	Visual Studio Code
Data Analyst	Yardi/voyager (CRM)

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)**

PROFESSIONAL EXPERIENCE

DS Technologies Inc | Richmond, VA
Integration Business Analyst

July 2024- May 2025

- Led EHR integration by managing project planning, business analysis, and gap resolution.
- Collaborated with SMEs to develop system workflows and validation scripts.
- Supported UAT, end-user training, and produced manuals ensuring smooth deployment.

CACI | Arlington, VA
Business Analyst

May 2023- June 2024

- Conducted requirements workshops and authored business requirement documents (BRDs).
- Reduced rework by 30% and improved sprint velocity by 15% through workflow optimization.
- Facilitated UAT and maintained stakeholder alignment throughout project lifecycle.

Spectrum Financial Services | Springfield, VA
Business Systems Analyst

July 2022- May 2023

- Translated business needs into technical solutions, automating workflows.
- Created technical documentation and conducted extensive testing for quality assurance.
- Collaborated with developers to ensure data integrity and system compliance.

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.

EDUCATION & CERTIFICATIONS

Associate's in Business Administration
NVCC, Annandale, VA

Certified Scrum Master (CSM), Scrum Alliance — 2024
AWS Cloud Practitioner, Amazon AWS — 2022

PERSONAL INTERESTS

- Independent stock investor with interest in financial markets, portfolio analysis, and macroeconomic trends
- Soccer analysis and strategy
- Podcast production