

Ophir Yahalom

Property Manager | Operations & Process Innovation

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Professional Profile

Award-winning Property Manager with nearly a decade of experience leading multifamily operations, financial performance, capital improvement projects, and high-performing teams. Recognized for combining operational leadership with a systems-thinking mindset to improve processes, reduce costs, and deliver exceptional resident experiences.

Rather than accepting inefficient workflows, I identify opportunities to streamline operations through process improvement, automation, custom software, and AI-powered business tools. My work has improved efficiency, reduced manual effort, strengthened financial performance, and established me as a trusted operational resource across my organization.

Career Highlights

- 9+ years in multifamily property management
- 960+ apartment homes managed across 8 communities
- Responsible for annual operating budgets exceeding \$7M
- Directed capital improvement projects up to \$200K
- Maintained 96%+ occupancy with near-zero delinquency
- Supported operations across 100+ communities as RealPage Super Administrator
- Reduced annual telecommunications expenses by approximately \$22,000
- Eliminated 10+ manual processes through internally developed software and automation

Professional Experience

Woodmont Real Estate Services

Property Manager | June 2019 – Present

- Awarded Property Manager of the Year (2025) for operational excellence, financial stewardship, leadership, and process innovation.
- Manage operations for a high-performing 175-home community while overseeing an annual operating budget exceeding \$7 million.
- Serve as the company's RealPage Super Administrator, leading lease document migration initiatives and supporting more than 100 communities.
- Recognized as a trusted resource for budgeting, lease administration, onboarding, technology initiatives, and complex operational challenges.
- Reduced annual telecommunications expenses by approximately \$22,000 by redesigning networking infrastructure and bringing management in-house.
- Directed capital improvement projects valued up to \$200,000, including an exterior restoration completed for less than half the original projected cost.
- Consistently deliver accurate budgets with minimal corporate revisions through disciplined forecasting and variance analysis.

- Implemented cost-saving initiatives through vendor consolidation, strategic sourcing, and repair-over-replacement maintenance practices.
- Designed internal business applications and workflow tools that eliminated 10+ manual processes and saved hundreds of staff hours.
- Mentor property teams across the organization, assisting with onboarding, training, technology adoption, and operational best practices.

Previous Experience

Woodmont Real Estate Services – Property Manager / Assistant Manager (2017–2019)

Managed communities throughout the Bay Area, overseeing leasing, budgeting, capital projects, compliance, maintenance operations, and team development.

Greystar – Assistant Community Manager (2019)

Supported operations of a 248-unit community, including resident relations, leasing, collections, vendor coordination, and financial administration.

Villa Marin – Night Shift Front Desk (2016–2017)

Provided resident support, emergency response, and overnight building operations.

Operational Innovation & Technology

- **PilotBPM:** AI-powered business process management platform combining documentation, workflows, AI assistants, and automation.
- **RentQue:** Housing waitlist platform created to replace spreadsheet-based workflows and later integrated into PilotBPM.
- **DiamondCMS:** AI-assisted visual CMS for personal websites, portfolios, and resumes. This powers ophiryahalom.com.
- **Online Contract Request Portal:** Replaced manual Word-based approval workflows with a guided Joomla application that standardizes requests.
- **Email Signature Generator:** Created a self-service branding tool ensuring consistent company-wide email signatures.

Awards, Education & Licenses

- Property Manager of the Year – Woodmont Real Estate Services (2025)
- Administrative Superstar – Woodmont Real Estate Services (2024)
- Nominated for two additional company recognition awards
- College of Marin – A.A. Theater; Real Estate Escrows Certificate
- California Department of Real Estate – Salesperson License #02155605
- IREM Sustainable Property Recertification

Technology & Creative Skills

Property Management, Budgeting, Financial Analysis, CapEx Planning, Vendor Negotiation, Team Leadership, Process Improvement, RealPage, Yardi, Joomla, PHP, JavaScript, HTML, CSS, MySQL, PostgreSQL, AI Integration, Workflow Automation, Prompt Engineering, Git, CAD Design, 3D Printing, Networking, Graphic Design, Photoshop, UI/UX Design, Mechanical Repair