12-January-2019

Boris Alvarenga

3 Mansfield Avenue,

Mulgrave VIC 3170

Australia

Re: Product Manager

Dear Sir or Madam,

I hope you are well.

My name is Boris Alvarenga, a Prince2-Certified Senior Program/Project Manager with over 14 years relevant experience in successfully delivering projects in the aviation, tobacco, automotive and banking industries.

I am a self-driven project manager who engages, empowers and collaborates with others positively and possesses an impeccable record for fulfilling management expectations on Safety, Cost, Quality and Delivery.

I am experienced in delivering business cases successfully and managing project teams to also provide solutions to risk, issues and any opportunities along a project’s life cycle. I also and have several years of relevant knowhow in Product Launch of new products and related portfolios for various renowned customers in the automotive and aviation industries.

My analytical skills and ability to analyse data and interpret results is well honed following successful career as a project manager of technical projects requiring problem solving and analysis of data, be it using statistical tools or team based techniques and logical thinking aided by efficient engagement of subject matter experts.

I am an efficient and engaging stakeholder manager who is an adept presenter to senior management and also diverse audiences and one who possesses a “can do” attitude and motivates others to do their best.

Furthermore, I have an Honours Bachelor Degree in Chemical and Bioprocess Engineering from Swinburne University of Technology.

I would like to thank you kindly for your time and look forward to discussing this amazing opportunity further.

Kind regards and thank you,

Boris Alvarenga

Senior Program/Project Manager

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