

**SEBASTIAN OCHOA ALVAREZ**

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August 2, 2025

Joseph Prabakar

TWO95 International

**SUBJECT:** Application for Business Analyst/Project Manager - Remote

Dear Joseph Prabakar,

I am writing to express my keen interest in the Business Analyst/Project Manager role, advertised on LinkedIn. With over 10 years of experience leading complex, large-scale IT projects from inception to completion, my background in both business analysis and project management aligns perfectly with the requirements of this position for your client.

My career has been dedicated to successfully bridging the gap between business needs and technical execution. I am adept at gathering and documenting requirements from business SMEs, managing project costs and budgets, and applying an adaptive project management approach that leverages Agile, Waterfall, and Hybrid methodologies to fit project needs. My experience spans diverse industries, including the healthcare sector, which I note is a plus for this role.

I excel in managing cross-functional teams and communicating effectively with all stakeholders, from technical partners to executive sponsors. My background includes creating detailed project plans, managing risks, overseeing quality assurance, and presenting status updates to ensure alignment and drive projects toward their goals. I am proficient with the entire MS Office Suite, MS Project, Jira, and other essential project management tools.

I am confident that my skills in creating structure in ambiguous settings and my commitment to delivering results would make me a valuable asset to your client. I am eager to discuss how my experience can contribute to their success.

Sincerely,

Sebastian Ochoa Alvarez