

SEBASTIAN OCHOA ALVAREZ

Orlando, FL · (786) 475-0772

sebastian.ochoa.alvarez@gmail.com · www.linkedin.com/in/sebastianochaalvarez

August 1st, 2025

Hiring Manager

Green Key Resources

SUBJECT: Application for Operations Project Manager at Green Key Resources's Client

Dear Hiring Manager,

I am writing to express my keen interest in the Operations Project Manager position I found on LinkedIn. With over 10 years of experience managing complex, end-to-end projects, particularly within the healthcare sector, my background aligns closely with the requirements of this role.

In my previous roles, I have successfully managed large-scale operational workflows, including initiatives directly related to billing systems and customer data management. I led the full lifecycle of a custom CRM and billing software for a multi-site enterprise and directed the transition from legacy platforms to a new Microsoft Dynamics ERP, experiences that have honed my skills in change management and seamless system implementation.

My expertise includes developing detailed workplans, gathering cross-functional business requirements, and creating performance metrics dashboards to provide leadership with clear visibility into project status, risks, and KPIs. I am highly comfortable presenting to all stakeholder levels and am adept at driving process improvement initiatives from conception to completion. My background in healthcare projects, such as implementing imaging integration and patient data systems, would allow me to quickly add value to your client's enrollment and billing initiatives.

I am confident that my adaptive project management approach and hands-on experience in operational projects make me a strong candidate for this contract position.

Sincerely,

Sebastian Ochoa Alvarez