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July 30th, 2025
Hiring Manager
Compunnel Inc.

SUBJECT: Application for Project Administrator at Compunnel Inc.

Dear Hiring Manager, I am writing to express my keen interest in the Project Administrator position at Compunnel Inc., as advertised on LinkedIn. With over 10 years of experience in project management, I have developed a strong skill set in coordination, data analysis, and stakeholder communication that aligns perfectly with the requirements of this role. In my previous roles, senior leaders often required clear and immediate visibility into project progress and team performance. I addressed this by developing and maintaining comprehensive tracking systems for project milestones, deliverables, and key performance indicators (KPIs), using tools like Jira, Confluence, and Excel. This action resulted in transparent, real-time reports that enabled data-driven decisions and consistently ensured project milestones were met on time.

Furthermore, I have extensive experience supporting large, cross-functional teams that require streamlined communication. I acted as a central point of contact for routing communications, organizing team meetings, and compiling critical data for both team-wide discussions and performance reports. This streamlined workflow improved team alignment and guaranteed that all stakeholders were kept informed, directly supporting the successful execution of program goals.

I am particularly drawn to this role for its focus on enabling team success through meticulous organization and clear communication. My background in supporting senior leaders and managing detailed project data has shown me the immense value a strong coordinator brings to achieving strategic goals. I am eager to apply my analytical and time management skills to support the Inclusion & Belonging team's important initiatives and contribute to your success.

Sincerely,

Sebastian Ochoa Alvarez