

SEBASTIAN OCHOA ALVAREZ

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PROFESSIONAL SUMMARY

Adaptive project management professional with 10+ years of experience coordinating projects and supporting program delivery across global teams. Expert in data analysis, performance tracking, and stakeholder reporting to ensure on-time execution of key initiatives. Skilled in managing project communications, multitasking in fast-paced environments, and using tools like Excel and PowerPoint to deliver clear, actionable insights. A proactive self-starter dedicated to fostering team collaboration and supporting leadership in achieving strategic objectives.

KEY SKILLS

- **Project Coordination & Administration:** Milestone Tracking, Task Prioritization, Time Management, Deliverable Execution, Meeting Facilitation, 5S Project Support
- **Data Management & Analysis:** KPI Tracking & Reporting, Performance Metrics, Data Gathering, Membership Roster Management, Excel, PowerPoint
- **Communication & Collaboration:** Stakeholder Reporting, Cross-Functional Team Support, Ticket Routing, Information Distribution, Team Player
- **Methodologies & Certifications:** Agile, Scrum, Kanban, SAFe 6 Agilist, Google Project Management, A-CSM
- **Languages:** Spanish

PROFESSIONAL EXPERIENCE

Project Manager

08/2021 - 07/2025

Globant, Medellin, Colombia

A digitally native company focusing on reinventing business through innovative technology solutions, including AI-powered services and end-to-end software development for global enterprises.

- Coordinated project execution for Royal Caribbean, tracking milestones and deliverables across 3 offshore teams to ensure on-time completion of new guest application features.
- Compiled and analyzed team performance data, translating execution metrics into RAG status reports for C-level stakeholders, ensuring transparency and alignment with project goals.
- Supported program managers by gathering and refining project requirements, helping to groom and prioritize backlogs for quarterly and sprint planning cycles.
- Facilitated team communications and Scrum events for teams of 15+, ensuring all members were aligned and collaborative in a fast-paced, dynamic environment.

Project Manager

01/2020 - 07/2021

Mango Soft, Miami, FL

A software development firm delivering innovative cloud-based solutions and data services for the media, sports, and healthcare industries.

- Tracked and delivered weekly, monthly, and quarterly KPIs for clients like Concacaf, providing consistent reporting to senior management on project progress.
- Managed project documentation and communication flow for 10+ person teams, ensuring all stakeholders were informed of milestones and deliverables.
- Coordinated the implementation of new products from definition to production, including hyper care and support, ensuring a smooth transition for all stakeholders.

Technical Project Manager

01/2019 - 12/2019

TIPI, Medellin, Colombia

A technology company specializing in integrated hardware and software solutions for public safety, law enforcement, and healthcare sectors.

- Administered project plans based on government contracts, tracking all milestones for the Colombian Police Bodycam project to ensure compliance and on-time delivery.
- Organized and coordinated the deployment and support workflow for over 3,000 devices, acting as a key liaison between technical and operations teams.
- Gathered project data and provided regular status updates to leadership, ensuring alignment between project execution and strategic goals for multiple clients.

Technical Project Manager

08/2012 - 12/2018

IT Big Boss Software House, Medellin, Colombia

A SaaS provider that developed and scaled a point-of-sale solution for over 1,000 businesses in LATAM, focusing on retail and wellness.

- Coordinated the full software development life cycle, tracking feature development and reporting progress for a comprehensive POS SaaS platform.
- Gathered and analyzed data to produce reports on sales, inventory, and customer metrics, supporting business analytics for over 1,000 small businesses.
- Managed administrative support workflows for clients, including invoicing and employee management, which increased operational efficiency and client satisfaction.

PROFESSIONAL DEVELOPMENT

Certified SAgile 6 Agilist

01/2025

Scaled Agile, Inc

Advanced Certified ScrumMaster (A-CSM)

08/2024

Scrum Alliance

Certified Scrum Product Owner (CSPO)

09/2023

Scrum Alliance

Certified ScrumMaster (CSM)

07/2022

Scrum Alliance

EDUCATION

Bachelor of Science (B.S.), Computer Engineering

12/2005

Politecnico Colombiano Jaime Isaza Cadavid, Medellin, Colombia

A highly-accredited Colombian institution distinguished by its robust technological and engineering focus, cultivating analytical and practical expertise in advanced computing and IT systems.

Graduate Certificate, Technology Management

12/2008

EAN University, Bogota, Colombia

A pioneering higher education institution focused on sustainable entrepreneurship, empowering professionals in strategic technology and innovation.