

SEBASTIAN OCHOA ALVAREZ

Orlando, FL · (786) 475-0772

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

July 31st, 2025

Hiring Manager

Jack

SUBJECT: Application for Project Manager at Jack

Dear Hiring Manager,

I am writing to express my keen interest in the Project Manager role at Jack, focusing on People Operations and organizational effectiveness. With over 10 years of experience managing complex, cross-functional initiatives in high-growth environments, I have developed a strong aptitude for being the "operational glue" that enhances efficiency and drives strategic transformation.

While my background is in technical project management, the core of my experience lies in areas directly transferable to your needs. I have a substantial track record in leading people-focused programs, including defining team structures and managing the end-to-end staffing and onboarding for over 150 positions for a major international bank. This involved translating business needs into role requirements, managing the talent pipeline, and building high-performance teams from the ground up.

Furthermore, I have extensive experience implementing and scaling operational frameworks. I have successfully rolled out Agile methodologies (Scrum, SAFe) across multiple teams, creating the toolkits, best practices, and performance metrics (KPIs/OKRs) that improved consistency and delivery. My leadership in large-scale ERP and CRM system implementations mirrors the process of deploying HR systems like Workday, requiring meticulous planning, stakeholder alignment, change management, and clear communication to ensure successful adoption.

My ability to manage dependencies, mitigate risks, and drive accountability across diverse teams has been central to my career. I am confident that my adaptive project management skills and my experience in scaling both teams and processes make me a strong candidate to support and enhance Jack's People function.

Sincerely,

Sebastian Ochoa Alvarez