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July 30th, 2025

Hiring Manager

Conduent

SUBJECT: Application for Project Management Coordinator at Conduent

Dear Hiring Manager,

I am writing to express my keen interest in the Project Management Coordinator position at Conduent, as advertised on LinkedIn. With over 10 years of experience in managing and coordinating application development projects, particularly within the complex and regulated healthcare sector, I am confident that my skills align perfectly with the requirements of this role.

In a previous role at Mango-Soft, we faced the challenge of delivering multiple, concurrent healthcare application projects under tight deadlines for several hospital clients. My task was to ensure project activities remained on schedule and risks were managed effectively. I took the lead in creating detailed Work Breakdown Structures (WBS) and project schedules, coordinated with development and clinical teams, and implemented a proactive risk mitigation plan. This structured approach was instrumental in the on-time delivery of an integrated medical imaging portal and a voice-to-text application, which directly improved physician efficiency and patient data accessibility.

I am highly proficient in the project management tools essential for this role, including MS Project, Visio, Power BI, and the full MS Office Suite, and I have a strong foundation in PMO best practices and Agile methodologies. My experience includes managing project reporting, defining scope, and ensuring clear communication with all stakeholders to maintain alignment throughout the project lifecycle.

Conduent's reputation for delivering mission-critical services for government and Fortune 100 clients is impressive. The opportunity to contribute to projects that have such a significant impact, particularly within the Medicaid and Pharmacy Benefits Management space, is a compelling step for my career. I am a self-starter, eager to support the Lead Project Manager and help drive your projects to a seamless and successful completion.

Sincerely,

Sebastian Ochoa Alvarez