

**SEBASTIAN OCHOA ALVAREZ**

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July 31st, 2024

Destiny Smith

HarmonyHaus

**SUBJECT:** Application for Project Coordinator at HarmonyHaus

Dear Destiny Smith,

I was incredibly inspired by your post about HarmonyHaus and its mission to build an accessible, innovative, and community-rooted creative and wellness hub. I am passionate about helping visionaries transform groundbreaking ideas into tangible realities, and I am confident that my experience in project coordination and operational planning aligns perfectly with the needs of your early operational phase.

In my previous roles, I've repeatedly faced the challenge of translating large-scale, ambitious visions into manageable, executable plans. For clients like Royal Caribbean and Banco de Chile, I took complex strategic goals and broke them down into actionable quarterly roadmaps and weekly tasks for teams of over 100 people. This action of structuring the chaos resulted in the successful and on-time launch of multiple digital products and critical infrastructure projects.

I am best at building the simple, effective systems needed to support a growing vision. My background includes creating foundational operational structures from scratch, including developing SOPs, drafting hiring plans to staff entire departments, and establishing project budgets and timelines. At one e-commerce client, these systems directly contributed to a 40% improvement in platform performance and team efficiency.

The opportunity to help shape a movement like HarmonyHaus from the inside is precisely the kind of impactful work I am seeking. I have the capacity to commit 10 hours per week remotely and can be flexible with my schedule to support your goals. I am eager to bring my strategic and organizational skills to help you build something the world hasn't seen yet.

Sincerely,

Sebastian Ochoa Alvarez