

SEBASTIAN OCHOA ALVAREZ

Orlando, FL · (786) 475-0772

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

July 29, 2024

Remya Mukundan

DivIHN Integration Inc

SUBJECT: Application for Business Project Manager – Project Governance & Planning at DivIHN Integration Inc

Dear Remya Mukundan,

I am writing to express my keen interest in the Business Project Manager – Project Governance & Planning position at DivIHN Integration Inc, which I discovered on LinkedIn. With over 10 years of experience managing complex, cross-functional projects, my background aligns perfectly with the requirements of this role, particularly your focus on developing robust governance frameworks and detailed project plans for strategic initiatives.

In my previous roles, I have specialized in establishing project governance from the ground up. This includes defining governance structures, decision-making processes, risk management protocols, and clear reporting mechanisms with KPIs for executive sponsors and stakeholders. My experience leading initiatives in the healthcare, finance, and retail sectors has prepared me to effectively manage the Wellness and Claim Strategy projects you have outlined.

I am an expert in facilitating stakeholder workshops, defining roles and responsibilities, and ensuring enterprise-wide alignment on project goals. My proficiency in Agile methodologies and tools like Jira, combined with a PMP-aligned approach to planning, allows me to create and execute robust, actionable project plans that manage scope, schedule, and budget effectively.

I am confident that my adaptive approach and strong background in business operations and project management consulting would make me a valuable asset to your team. I am eager to discuss how I can contribute to the success of your key strategic initiatives.

Thank you for your time and consideration.

Sincerely,

Andres Jimenez