

# Vincent A.M. Borrelli

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## Experience

### GEICO

2006 - 2023 Senior Technical Instructor. Develop courseware and conduct technical and soft-skills courses for all IT associates. Course subjects include SQL & SQL Server, Power BI, SharePoint Online, All Microsoft Office Applications, Windows 7 and 10, 11, XML, JavaScript, Web Technologies, Time Management, Software Testing, Creative Problem Solving, Software Change Management and Project Management, Security and OneNote. Custom training courses delivered for corporate executives and officers regularly and on-demand.

### Montgomery College – Information Technology Institute

2023 - present Part-Time Faculty. Conduct technical and end-user software evening courses for the Information Technology Institute. Course subjects include all Microsoft Office applications, XML, JavaScript, and Adobe Products.

### Hudson County Community College

2023 - present Part-Time Faculty. Conduct technical and end-user software courses for students and local businesses. Course subjects include all Microsoft Office applications and Adobe Creative Cloud.

### Digicon Corporation

2005 - 2006 Senior Technical Training Specialist. Complete management of all technical software courses for the United States Commodity Futures Trading Commission (CFTC). Responsibilities include creating customized courses, delivering all end-user software training courses, designing and editing all courseware, managing the training calendar, scheduling and employee registration, maintaining one-on-one training sessions and providing general technical support to the agency.

### Arete Enterprises/Pearson/The Orkand Corporation

2002 - 2005 Training Manager. Implement all adult education software courses for the United States Department of Health and Human Services, Small Operating Divisions. Deliver all end-user software training courses, design and edit all courseware, including scheduling and employee registration, and provide general technical support to the agency.

### MATCOM

2001 - 2002 Lead Software Instructor. Focus on managing and leading software training courses for the rollout of the e-Approval Software System at the Department of Commerce National Institute of Standards and Technology (NIST). Responsibilities include conducting training classes, managing the training staff, courseware development, "Train-the-Trainer" programs and trainer development, help-desk support, system programming and maintenance.

### Productivity Point International (PPI)

1999 - 2001 Software instructor, solution developer, and consultant. Focus on technical training for MCSD candidates, Internet technologies, and end-user software programs. Expertise includes Microsoft Office, Visual Basic, Visual Basic for Applications, database management and development, ASP Development, JavaScript, PERL, XML and HTML. Create custom document management applications and templates for area law firms. Produce and edit courseware materials for end-user and technical applications. Certify trainers to lead courses on all technologies.

### Independent Software Consultant

1994 - 1999 Self-employed software consulting with a focus on software education, training, consulting, development. Experience includes courseware development, one-on-one training, "Train-the-Trainer" programs, training for corporate professionals, college students, children, phone training, computer-based training, and corporate classes for various national companies.

## Education

### Rochester Institute of Technology

Master of Science degree in Computer Science, Computer Integrated Manufacturing with a concentration in Software and Technology, awarded in May 1994.  
GPA: 3.83

### University of Rochester

Bachelor of Arts degree in Economics with certificates in Management Studies for Public Sector Analysis and Finance, awarded in May 1992.

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## University of Maryland at College Park

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Bachelor of Arts degree in Vocal Performance/Theater awarded in December 1997.  
GPA: 3.88, Magna Cum Laude

## Software Experience

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|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------|
| • Microsoft Office 365                                                                                                                        | • Google Sheets                                | • Perforce            |
| • Microsoft Windows 3.1, 95, 98, 2000, Me, XP, Vista, 7, 8, 8.1 and Windows 10, 11 (Includes the Surface Tablet, Laptops and PC workstations) | • Google Docs                                  | • Microsoft Project   |
| • Microsoft SharePoint 2003, 2007, 2010, 2013, SharePoint Online                                                                              | • Microsoft Visual Basic 6.0                   | • WordPro             |
| • Microsoft Office Visual Basic For Applications                                                                                              | • Remedy Help Desk                             | • QuattroPro          |
| • Microsoft OneNote                                                                                                                           | • Peregrine                                    | • Novell GroupWise    |
| • Adobe Creative Cloud                                                                                                                        | • Quick Test Pro                               | • Lotus Notes         |
| • Power BI                                                                                                                                    | • HTML, DHTML, XML, Perl, JavaScript, VBScript | • Microsoft Publisher |
|                                                                                                                                               | • Corporate Time                               | • Microsoft PhotoDraw |
|                                                                                                                                               | • Eudora Mail                                  | • BizFlow             |
|                                                                                                                                               | • SQL & SQL Server                             | • Entrust             |
|                                                                                                                                               | • Right Now                                    | • LiveMeeting         |
|                                                                                                                                               | • WordPerfect                                  | • WebEx               |
|                                                                                                                                               |                                                | • Workday             |

## Certifications

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- Microsoft Certified Solution Developer (MCSD)
- Microsoft Certified Trainer (MCT)
- Microsoft Certified Professional (MCP)
- Certified Internet Webmaster (CIW) Associate
- Microsoft Office User Specialist (MOUS): Master
- GEICO CEO's Certificate of Appreciation for contributions to the corporatewide SharePoint rollout

## Academic Awards and Honors

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- Arts and Humanities Dean's List Academic Honors, awarded all semesters
- Nominated to Pi Kappa Lambda National Music Honor Society
- President of Mu Phi Epsilon, Professional Music Performance Fraternity
- The RIT Graduate Tuition Scholarship in Computer Science
- The RIT Information Technology Scholarship