**VINCENT PRZYBYLA III** 🖂[zoska.up@protonmail.com](mailto:zoska.up@protonmail.com)

**SUMMARY** ***Please note that I am available for both remote positions and those that require relocation.***

**SKILLS** Word 2007/2010 SharePoint Rational Suite

Visio 2007/2010 Confluence IBM ClearCase/Quest

Acrobat Pro X SAVO Version Manager

WordPerfect 8.0 DreamWeaver V-DOCS/DOCS-OPEN

FrameMaker HomeSite RoboHelp Classic/HTML

InDesign FrontPage JIRA

PageMaker MS Project

**EDUCATION** UNIVERSITY OF MASSACHUSETTS, Boston

Master of Science Degree (M.S) in Theoretical and Applied Linguistics

GPA in area of study: 3.95 (*All classes and practicum completed/pending final test December 2017*)

ST. MARY’S COLLEGE OF MARYLAND, St. Mary’s City, MD

Bachelor of Arts Degree (B.A.) in English *(Technical Communications Course Tract)*

GPA in area of study: 3.75

NEW HORIZONS TECHNICAL COLLEGE, Tyson’s Corner, VA

*Completed* *over 200 Lab hours in Web Site Conceptualization and Design, June 2001*

**SUPPL COURSES** Project Management; Government Publications Management; Shipley Proposal Guidelines; RoboHelp; FrameMaker; Defense Intelligence Agency (DIA) Counterintelligence (CI) Fundamentals; DIA Cyber Counterintelligence; DIA Counterintelligence Applied Analysis; Request for Proposal (RFP) Analysis; Proposal Management

**CLEARANCES** In the recent past, I have obtained a Top Secret/SCI, Secret, Full-Field DHS, NIH, VA, and multiple Public Trust clearances.

**EXPERIENCE WORLD WIDE TECHNOLOGY,** Reston, VA

*Senior Technical Writer, 03/2012–07/2017*

* Act as the primary Technical Writer in support of the Marketing Department and all Federal Agency verticals at both the program and Task Order (TO) level. Report directly to the Vice President of Operations. Responsibilities include:
* Per project or program need, write, edit, and update Standard Operating Procedures (SOP), Installation Guides (IG), Quick Reference Guides (QRG), User Guides (UG), Training Manuals, System Administrator (SA) Guides, and all other user and technical-based documentation.
* Per project or program need, work directly with Project Managers (PM) to assemble Project Management Plans (PMP), Lessons Learned Reports (LLR), Quality Assurance Plans (QAP), and Risk Management Plans (RMP), and Business Continuity Plans (BCP).
* As part of the Go-To Market Strategy, synthesize, write, and publish Statement of Capability (SoC) responses, Request for Information (RFI) responses, White Papers, and Solution/Case Studies, Success Stories, and other marketing materials for WWT’s Federal capabilities areas, including Cloud, Big Data, Business-to-Business (B2B), Virtual Networking, Cybersecurity, Storage as a Service (SaaS), Software Defined Networking (SDN), and Secure Supply Chain.
* Act as the Documentation Quality Assurance (QA) POC for junior Technical Writers. Provide content design and publication verification for scope, context, tone, and syntax across multiple documentation tasks.
* Serve as primary Content Lead for the Technical, Management, and Past Performance Volumes of multi-million dollar IDIQs. Provide full-span content capture, creation, and development activities, including:
* For all proposals, tasked with RFP shredding, compliance matrixing, and win theme development. Craft original content, baseline existing content, and act as the primary POC working directly with all project (internal and external) SMEs and Account Managers to synthesize intended message and verify/validate solution details for multiple technologies offerings and services.
* Mentor and guide aligned team using content development best practices for writing to solution details, including speaking to and defining situational awareness, the “As-Is”/ “To-Be” design, and summarizing the integration and implementation of technologies within customer context.

**KFORCE,** Fairfax, VA

*Senior Technical Writer/Task Lead, 2008–2012*

Agencies Supported: **Department of VA**

* Responsible for the production value of a team of two (2) Technical Writers and two (2) Functional Analysts tasked with providing Gap Analyses, SOPs, Interface Control Documents (ICD), QRGs, and Research Plans (RP) for Department of VA VistA agency-wide data model.
* Prioritized stakeholder requests and delivered artifacts that directly assisted with defining the “As-Is” and “To-Be” VistA environment for multiple packages. As supplements to all document artifacts, generated comprehensive Entity Relationship Diagrams (ERD) using Rational Software Architect (RSA) that depicted the data relationships of all known VistA entities.
* Coordinated LOE, scheduling, and reporting at the task level and acted as the primary facilitator of all research discussions and requests for stakeholders, the business, and senior leadership. Edited, reviewed, analyzed, and produced project management artifacts, such as the PMPs, QAPs, weekly and monthly status reports, etc.
* Tracked and monitored stakeholder sprint activities and migrated all artifacts to the Rational framework. Directly assisted development teams in the creation of sprint planning and closure artifacts. Additionally, was tasked with creating and updating master risk logs and action item lists.
* Managed the content development, versioning, and materials distribution for the team using an internal SharePoint site. Created an inline document template for SOPs, Reference Guides, and RPs. Additionally, created and administered a content review process, peer review procedures, and a Configuration Management (CM) Documentation process (including version control and effort tracking standards). Via the established processes, conducted/facilitated Quality Control (QC) of draft and final documentation deliverables and approved all work products prior to delivery to the customer.
* Provided proposal support for T4 Next Generation IDIQ. Shredded RFPs, aligned PWS and SOW requirements, and wrote, edited, and finalized Tech Volumes. Revised all Past Performance volumes to include detailed best practices criterion, including complexities, solutions, and results.

**BOOZ, ALLEN, & HAMILTON,** Rockville, MD

*Communications Task Lead/Senior Content Developer, 2005–2008*

Agencies Supported: **NIH, CTSA, CMS, NCI, VA**

* As the Communications Lead, led a team of four (4) Technical Writers tasked with designing and implementing an enterprise-wide Communications Strategy that included capturing capabilities and services for multiple stakeholders. Specifically, formulated and published Strategic Communications Plans (SCP) and comprehensive Gap Analyses designed to promote and integrate the priorities and vision of four (4) separate programs. Provided branding mediums such as brochures, newsletters, the facilitation of outreach and awareness training sessions, and the content development and management of three (2) internal facing websites and four (4) wikis.
* Synthesized business requirements, coordinated SME input, and published all enterprise-wide IT policies and procedures, including a Cloud Security Policy and Certification and Accreditation (C&A) guidance in support of Cybersecurity. Facilitated 508 compliance and Information Assurance (IA) peer reviews on all documentation packages.
* Managed all task-level efforts of the team, including the generating UGs, QRGs, IGs, Administrator Manuals, SOPs, LLRs, and BCPs.
* Created and implemented multiple document content and layout templates, a program style guide, peer review procedures, and a Configuration Management (CM) Documentation process (including version control and effort tracking standards) for all deliverables.

**SRA INTERNATIONAL,** Elkridge, MD

*Senior Technical Writer/Curriculum Developer, 2003–2005*

Agencies Supported: **FBI, DIA, NSA, and DHS**

* Tasked with projects initiated by the Instructional Systems Design (ISD) process. Developed and designed course curriculum documents based upon a needs assessment/ requirements of the specific Agencies (FBI, NSA, DIA, DHS, et al.). This includes the creation and generation of comprehensive Programs of Instruction (POI), Lesson Plans (LP), formal and informal authentic assessments, and supplemental instructional guides based upon ADDIE (Analysis, Design, Development, Implement, Evaluate) model and System Approach to Training (SAT).
* Interviewed counterintelligence (CI) Subject Matter Experts (SMEs) and Course Chairs to identify overall business and individual needs to create learning objectives, identify a delivery system, and develop and validate instruction. Gathered content for multiple Web-Based Training (WBT) modules and hard copy deliverables. Designed, wrote, and edited multiple comprehensive (100+ p.) Course Textbooks, Training Scripts, Student Guides, and Train-the-Trainer Guides.
* Assisted in the creation of an internal Instruction Systems Design (ISD) process, created a global Training Documentation Deliverable process, a program style guide, presentation standards, and multiple documentation templates. Updated and revised all virtual academy (web-based) content text and troubleshot all layout and inline style issues.
* Researched and wrote antiterrorism and counterterrorism case studies, end-of-course tests, created course reading lists, and provided voice-over work for WBT training modules.

**OFFICE OF THE CHIEF TECHNOLOGY OFFICER (OCTO)**, Washington D.C.

*Senior Documentation Consultant, 2003–2003*

Agencies Supported: **HHS and NIH**

* Designed, wrote, edited, and published multiple Systems Development Life Cycle (SDLC) documentation deliverables for the Washington D.C. Office of the Chief Technology Officer (OCTO). The designated release document formats were based upon the Rational Unified Process (RUP) and included User Guides, System Administrator Guides, Installation Guides, Training Guides, Standard Operating Procedures (SOP), System Specification Documents (SSD), Concept of Operations Documents (CONOPS), Functional Requirements Documents (FRD), and other ad hoc outlines (including Corporate Briefings, Quick Reference Cards, and Newsletters).
* Rewrote and edited system content text, including application overviews, welcome/splash screen text, and frame-by-frame descriptions. Likewise, rewrote context-based error messages and edit, create, and update Help Files (via RoboHelp) for all current applications.
* Created a global inline document template, Peer Review procedures, and a Configuration Management (CM) Documentation process (including version control and effort tracking standards). Via the established processes, conducted/facilitated Quality Control (QC) of draft and final documentation deliverables and approved all work products prior to publication. Additionally, assisted in creating a centralized repository for all deliverables in ClearCase and design a supplementary folder structure on the Local Area network (LAN). Per the Director of Operations, all content outlines and inline (style) formats served as the standard for all OCTO documentation.

**INDUS CORP**, Vienna, VA

*Lead Technical Writer, 2001–2003*

Agencies Supported: **USPTO, FHWA, and US Courts**

* Responsible for the supervision, technical guidance, and production value of three (3) Technical Writers tasked with the complete assembly of multiple contract deliverables. Gathered documentation requirements and supporting content and compiled, edited, and published multiple Systems Development Life Cycle (SDLC) documents, including Standard Operating Procedures (SOP), System Administrator Guides, System Design Documents (SSD), Operation and Maintenance Manuals (OMM), COTS/GOTS Product Overviews, and White Papers.
* Designed a program style guide, presentation standards, and multiple document templates. Additionally, tasked with troubleshooting all layout and inline style issues in Word and generating monthly Cheat Sheets (Word features) for team use.
* Assisted with proposal creation and review, including Request for Proposal (RFP) analysis, response writing, and editorial reviews.

**COMPUTER SCIENCES CORPORATION (CSC)**, D.C.

*Senior Technical Writer/Editor, 1999–2001*

Agencies Supported: **DHS and DoD**

* Per release, gather documentation requirements and supporting content from Developers, Testers, Production, and Project Management and designed, wrote, edited, and published User Guides, System Administrator Guides, Interface Control Guides (ICD), System Design Documents (SDD), Installation/Implementation Guides, and perations and Maintenance Manuals (OMM), Functional Requirements Documents (FRD), Network Security docs, Test Plans (TP), and Test Analysis Reports (TAR).
* Tasked with compiling, editing, and approving all training documentation (Training Plans, Instructor Guides, and Quick Reference Guides) and responsible for generating inline template updates for all document layouts.
* Conducted/supervised Documentation Peer Reviews and served as a Quality Assurance (QA) Analyst responsible for tracking and approving all final products (documents) before delivery to the client. Additionally, assisted in the creation of version control standards and a central repository for all final documents.
* Per software release, verified all user-based documentation (pertaining to installation and front-end functionality) of new builds via a test station.

**ONLINE TECHNOLOGY GROUP (OTG)**, Bethesda, MD

*Contractual Documentation Specialist, 1998–1999*

* Contracted to document all current functionality for a software suite in the form(s) of a substantial User Manual and System Administrator Guide. Also, supervised the design and layout of all adjoining Quick Reference materials.
* Responsible for creating a universal template and style/syntax guide for global use and was tasked with trouble shooting all template/macro/formatting issues associated with Word.
* Created, edited, and imported PDF files for online use and helped implement an HMTL-based library.

**COMPUTER BASED SYSTEMS (CBSI)/AVERSTAR INCORPORATED**, Fairfax, VA

*Junior to Lead Technical Writer/Editor, 1998–1998*

**FEDERAL DEPOSIT INSURANCE COMPANY CONTRACT:**

* Managed a team of two (2) Technical Writers responsible for designing, writing, and publishing all System Administration, Security, Installation, End-User, and Quick Reference documentation for the Development, Testing, and Production teams for the Federal Deposit Insurance Company (FDIC).
* Developed document templates and administered GUI typographical conventions/documentation standards and grammatical principles for the client.
* Drafted installation procedures and created promotional product overviews for all COTS and GOTS packages associated with each build.
* Constructed a version control system for all public folder documentation and was responsible for any updates therein.
* Wrote, researched, and helped design proposals, including past performance summaries and capture plan reports.

**UNITED STATES COURTS CONTRACT:**

* Tasked with the supervision, technical guidance, and production value of two other Technical Writers during this time.
* Gathered user requirements in order to design and generate a User Manual and System Administrator Guide in support of three different software packages designed for the whole of the U.S. Court’s Budget division.

**FEDERAL COMMUNICATIONS COMMISSION CONTRACT:**

* Generated an End-User Guide for the Federal Communications Commission (FCC).
* Designed and published a universal template and layout principles for all future user-based documentation.

**NATIONAL AIRPORT CONTRACT:**

* Wrote detailed Disaster Recovery Plan procedures and Security Assessments (in the event of a Y2k total-system shutdown) and administered documentation standards with an emphasis on grammatical functionality, purpose, and audience for National Airport.

**FREELANCE CISCO SYSTEMS**, Fairfax, VA

* Designed, wrote, edited, and published a comprehensive User Guide and System Administrator Guide (complete with typographic and usability conventions) for a Web application.

**SEKON,** Baltimore, MD

* Tasked with managing compiling, rewriting, and editing a comprehensive Strategic Plan, policies, and multiple Standard Operating Procedures for the Centers for Medicare and Medicaid Services (CMS).
* Created and validated policies and procedures based upon information technology (IT) security and privacy awareness initiatives regarding secure data implementation and system interface design. All initiatives aligned with applicable standards created by the National Institute of Standards and Technology (NIST) and Federal mandates for Personal Identifiable Information (PII) under the Federal Information Security Management Act (FISMA) and the Privacy Act.

**METRIX,** Baltimore, MD

* Provided Request for Proposal (RFP) analysis, comprehensive blueprinting, section rewrites, and resume formatting for a Time and Materials proposal for the IT Health sector.

**INTERNSHIPS BOOZ, ALLEN, & HAMILTON**, Lexington Park, MD

*Assistant Editor, 1996–1997*

* Edited presentations, briefings, contract management reports, feasibility reports, task/order responses, and technical progress correspondence. Responsible for accurate contract tracking to government points of contact and helped implement and support extensive personnel research databases.

**ST. MARY’S COUNTY LAW OFFICES**, Leonardtown, MD

*Research Head of the Historical Leonardtown Project, March–August 1997*

* Upon election, developed and supervised a research team (comprised of seven persons) designed to locate and collect historical data for scholarly interpretation and review.
* Organized, wrote, and processed a comprehensive historical draft for intra-library support and circulation (tri-county area).

**REFERENCES** Tina Andriamamenosoa, Portfolio Manager

Paul Clark,Project Manager

Darren Harrison, Marketing Lead

Robert Heald, Senior Technical Writer/Editor

**PUBLICATIONS** Kestrel Magazine; Grab-A-Nickel Magazine; The Avatar