| **PAUL M. Di VINCENZO** | |
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| 846 Mallard Drive  Coppell, TX 75019  Phone: (917) 658-0644  E-mail: pmdivi@outlook.com | |
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| **SUMMARY:** | A process-oriented, and results-driven Information Technology professional with over 20 years of deep experience in strategic planning; project development and management; budgeting; vendor contract negotiation; policy development; facility planning; systems design, implementation and integration; data analysis; disaster recovery and continuity planning; risk management and compliance; and software development and evaluation. Possesses a thorough knowledge of current and emerging technologies including hardware, software, data and voice communications, datacenter infrastructure and operations, systems security, identity management, facility access and surveillance, industry standards and best practices. |
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| **EMPLOYMENT:** | ***St. Mark’s School of Texas – Dallas, Texas*** |
| 2013 - Present | **Chief Technology Officer** |
|  | Responsible for aligning the technology strategy with the mission and long-term objectives of the school. Development and execution of short and long-term technology goals. Operational oversight of all technology including business, educational/in-classroom, student BYOD and audio/visual. Management of IT operations, the technology team, external resources, and computer science academics. Development and adherence to the technology budget. |
|  | **Accomplishments:**   * Instituted a campus cybersecurity framework including threat/risk assessment and mitigation, network penetration testing, threat monitoring and incident response * Facilitated the overhaul and updating of the computer science curriculum; incorporating project-based learning, robotics and digital citizenship * Initiated, developed, and oversaw the “make future-ready” update projects of key campus infrastructure including Wi-Fi, networking, servers, storage and enterprise software * Developed a predictable and sustainable replacement schedule for desktop and classroom technology while standardizing equipment and streamlining the support * Technical and executive lead for new systems implementations including a point of sale system and admissions/enrollment system * Instrumental in the design and construction of a new state-of-the –art science building including building technology, classroom technology and A/V |
| 1997 – 2013 | ***WellLife Network (PSCH, Inc.) – Flushing, New York*** |
|  | **IT Director and HIPAA Security Officer:** |
|  | Responsible for all functions of the IT Department including: day-to-day operations; technical support and engineering; the creation, negotiation, and implementation of the corporate Information Technology strategy; development and management of the Information Technology budget; systems/software purchasing and in-house development, technical and physical security, and systems regulatory compliance. Evaluate business processes in a consultative manner and implement technology to enhance processes and increase operational efficiency. Research and evaluate technologies; develop RFPs; and negotiate vendor contracts. Supervise, evaluate, and mentor department staff, both direct and indirect reports. |
|  | **Accomplishments:**   * Implemented and managed several enterprise systems initiatives including Data Center and Desktop virtualization, Electronic Health Record (EHR) system, Document Management System, Learning Management System (LMS), Mass Notification System, and Human Resources/Payroll System. * Architected, engineered, built, and support a 24x7x365 multi-state technology operation encompassing nearly 100 offices of varying size, supporting 2000 users, and integrating technology into daily business processes. * Implemented a VoIP solution to unify the major administrative offices and reduced aggregate telecom costs by over 40%. * Conceived and developed a Data Warehouse and Business Intelligence solution for analyzing insurance claims and clinical data. * Authored policies and procedures to govern the usage and management of technology systems in accordance with best practices and current regulation. * Implemented and managed a HIPAA Security compliance framework including Risk Assessment, Mitigation Strategy, Policy Development, Awareness Training, Incident Investigation, and Corrective Action. Participated in and responded to routine security audits. * Key member of the Corporate Compliance Committee; prepared annual compliance work plan; made routine presentations to committee and Board of Directors; analyze and report on key compliance data as necessary. * Developed the organization’s technology Disaster Recovery Plan, Change Control process, and Acceptable Use policy. * Established a formal, multi-tier IT Help Desk utilizing phone, web-based, and automated self-service support methods. Implemented feedback metrics to maintain quality of customer service. * Designed and specified communications and security infrastructure for new facility development projects; Managed vendors and contractors to ensure specifications and deadlines were met. |
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| 1996 - 1997 | ***Aon Risk Services of New York, Inc. - New York, New York*** |
|  | **Data Analyst:** |
|  | Managed the design and development of custom applications and reports for internal company needs and specific, external client requests. Participated in the new business development process by evaluating potential clients’ data management and reporting requirements. Maintained clients’ insurance claim data, ensured data integrity, and assisted risk-assessors through analysis and reporting. |
|  | **Accomplishments:**   * Member of the *Aon Express* strategic business re-engineering committee. Responsibilities included reviewing business processes and recommending technology solutions to improve efficiency * Project Manager for a successful Risk-Management Information System implementation * Developed a complex property premium allocation financial model based on property size, location, value, risk exposure, and risk type * Developed a vehicle insurance tracking system for a large fleet * Designed and developed highly complex business intelligence reports for Workman’s Compensation loss analysis |
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| 1995 - 1996 | ***Betz Mitchell Associates, Inc. – Westbury, New York*** |
|  | **MIS Director:** |
|  | Responsible for the need-determination, design, engineering, and management of networks and systems in a geographically diverse, heterogeneous computing environment in a highly hands-on role. Designed and developed custom programs/software and reports, including data analysis, data integrity verifications, testing, and revision for in-house use. Created and executed project plans and budgets. Provided technical support and training for internal company users and external clients. Supervised data processing and support staff. |
|  | **Accomplishments**:   * Reduced telecommunication operational costs by over 50% through technology upgrades of hardware and service delivery method * Reduced system output errors and increased operational efficiency by implementing a Quality Assurance program * Coordinated the corporate relocation project. Accomplishments include all site planning (systems and personnel), contractor/vendor management and negotiation, maximized scheduled down-time to minimize loss of revenue * Developed a menu-driven application management system for processing electronically received new-business, reducing processing errors and streamlining the new-business entry process. |
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| **EDUCATION:** | ***Saint John’s University – 1999*** |
|  | Master of Business Administration  Concentration in Quantitative Analysis/Computer Information Systems |
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|  | ***State University of New York at Buffalo - 1995*** |
|  | Bachelor of Science in Business Administration  Concentrations in Financial Analysis and Management Information Systems  Minor: Economics |
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| **TECHNICAL PROFICIENCIES:** | **Hardware and Technologies** |
| Servers; Blade Servers; Hyperconverged Servers; Clustering; Desktops; Notebooks; Tablets Thin-Client Computing; TCP/IP including DHCP, DNS, FTP, HTTP, SMTP, SNMP, WINS, and Subnetting; Cisco Routers, Switches, Wireless Access Points; ASA Firewalls and Wireless Controllers; EMC Storage Arrays; SANs; NAS; UPSs; PDUs; Mobile Computing; VLANs; VPNs; Physical Access and Surveillance Security; Content Filtering/Management; DMZs; Electronic Data Interchange; Encryption; PBXs; Key Systems; Printers; Remote Access; Virtualization; Voice/Video; VoIP; and Scanners; SonicWALL Supermassive devices, Barracuda devices, PaaS/IaaS/Cloud Computing |
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|  | **Software** |
|  | Active Directory/Group Policy; Exchange Server; IIS; MS Office 365; Project/Project Server; SQL Server; Visio; SharePoint Server; Adobe Acrobat, Illustrator; InDesign; and Photoshop; Anti-Virus and Security Products; VMWare; AirWatch Workspace One; AutoCAD; Microsoft Dynamics; Actian DataConnect; Crystal Reports X; Monarch; ADP Payroll, HR and Timekeeping Systems; Knowledge of several development platforms and current web technologies |
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|  | **Operating Systems** |
|  | Microsoft Windows Server and Desktop; Citrix XenApp Server; Cisco IOS; Windows Terminal Services; Red Hat Linux; HP-UX; IBM AIX; Apple iOS and MAC OS X |
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|  | **Standards and Regulations** |
|  | Data Center/NOC Design and Operations including Infrastructure, Power Distribution, Cooling, High-Availability, Backup, and Disaster Recovery; Fault-Tolerant Systems Design; HIPAA Privacy and Security Regulations; Information Security; Structured Cabling Systems Design, Administration, and Installation; Telecommunications Act of 1934/1996; TIA/EIA Cabling Standards (568, 569, 606, 607, and 942); Telecommunication Distribution Methods; 802.1x Networking; SLAs; Systems Development Lifecycle; Change Management; Information Lifecycle; Relational Database Design Methods |