

# Joseph Skelly

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## Statement

Business analyst with a concentration in financial software development.

Expertise include software development lifecycle methodology, interface and information design, quality assurance testing, documentation and business writing.

Financial experience in structured, municipal and international finance, equities and fixed income trading, rules-based program trading, and research and analytics.

Skills include project management, interfacing with clients and developers, system design and testing specifications, end-user documentation, training and presentation.

## Experience

**Financial Guaranty Insurance Company** 2006–Present  
**Contract Business Analyst/Technical Writer**

- Team lead for development of an accrual-based earnings system. Responsibilities include system design and specifications, conveying design to clients and developers, managing QA testing and user acceptance, managing production maintenance.
- Produce paper-based and electronic support materials for public, structured and international bond insurance suite.
- Support materials include system manuals, glossary, quick references, release notes, online help, and intranet content.

**CapitalStar Systems, LLC** 2004–2005  
**Sales and Support Collateral**

- Marketing and communications writer for start up specializing in introducing electronic trading to voice-brokered fixed income markets.
- Created and developed brand identity for two multiple-client trading platforms.
- Produced product brochures, press releases, sales collateral and support material for trading platforms and several add-on utilities.
- Provided quality assurance and user interface design input.

**Instinet, the Institutional Broker** 1998-2003  
**Technical Communications**

- Technical writer for ECN and global agency broker specializing in trading and investment performance.
- Produced product-wide paper-based and electronic support material for research, program trading and single-stock trading platforms.
- Electronic support included Web-based lookup guides and help systems in WinHelp, WebHelp and JavaHelp.
- Paper-based support included user guides, quick references and other collateral.

**Pershing Division of DLJ Securities Corp.** 1996-1998  
**Technical Writer**

- Technical writer for securities industry clearance/brokerage leader.
- Developed online help systems and wrote client documentation for Internet-based brokerage applications.
- Produced electronic and hardcopy securities clearance policies and procedures.
- Wrote and maintained style guide for hardcopy and electronic documentation.

## Education

**Rider College, Lawrenceville, NJ** 1988-1992  
**B.A., English Literature concentration**  
Graduated Cum Laude

Lettered in Division One Cross-country, Indoor and Outdoor Track

**Queen Mary College, London, UK** 1991  
London Study Abroad program

Intensive study in British literature with Irish literature concentration

**New York Institute of Finance, New York, NY** 2002  
Certificate in Financial Analysis with concentration in Technical Analysis