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# MASSIMO D'ONOFRIO, EMBA

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Villa Eureka, 6933 Muzzano ~ Ticino, Switzerland  
+41 91 950 07 37 (home) ~ +41 79 621 38 77 (mobile) ~ max@donofrio.eu

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## HR DIRECTOR / MANAGER

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*Organizational Design ~ Employee Relations ~ Staffing & Retention  
Training & Development ~ Talent Acquisition ~ Performance Management*

Accomplished, results-oriented HR Director with impressive record of streamlining operations, devising innovative business and recruiting strategies, and developing organizational solutions to meet business goals. Possess Executive MBA degree, as well as business consulting experience in high-tech industry. Passionate about new technologies and new media. Proactive leader with ability to anticipate and provide alternatives to problems. Thrive in fast-paced environments requiring international collaboration with cross-functional groups. Willing to travel and relocate.

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## CORE COMPETENCIES

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|------------------------------|---------------------------|-----------------------|
| ◆ Project Management         | ◆ Contract Negotiation    | ◆ Succession Planning |
| ◆ Business Planning          | ◆ Compensation & Benefits | ◆ Group Facilitation  |
| ◆ Public/Community Relations | ◆ Coaching & Mentoring    | ◆ Communication       |
| ◆ Relationship Management    | ◆ Presentation Delivery   | ◆ Data Analysis       |

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## EMPLOYMENT HISTORY

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SWISSPRESENCE, LTD, Lugano, Ticino, Switzerland 2001-Present  
**Senior Consultant**

- Provided business start-up coaching services in areas of business plan development, corporate finance, sales and branding strategies, and business structures to 50+ clients.
- Managed financial planning, accounting, and tax optimization efforts.
- Identified strategic location for European Headquarters.
- Delivered HR management, staffing, and coaching services to VR Way Group and other clients, which included a patent for recruiting and executive search services.
- Drafted privacy policies, structured commercial transactions, and conducted real estate project appraisals.
- Supervised team of three consultants and one web designer, which involved all hiring, training, coaching, and performance appraisals.
- Developed web-based recruiting solutions and oversaw all web development activities.

VR WAY GROUP, London, U.K. 1999-2001

**Human Resources Director & Business Partner, 2000-2001**

**Chief Human Resources Recruiter, 1999-2000**

- Managed team of four HR and administrative employees and 16 creative multimedia staff responsible for serving all Swiss, Italian, Spanish, and Danish business units.
- Supported and guided line managers, COO, and CTO in sourcing strategies, training, assessments, policy development, and administration.
- Developed, implemented, and maintained HR and administration controls in each unit.
- Defined and updated HR strategy policies.
- Implemented intranet and management information system for entire group; oversaw creation of newsletter, forum, and blogs within units.
- Defined systems and technical requirements, and set service level agreements (SLA).
- Collaborated with local and international authorities to gain work permits and subventions.
- Oversaw change management process through coaching in group and one-on-one sessions.

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### EMPLOYMENT HISTORY

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*(Continued)*

TS RECRUITING E SERVIZI, SA, Lugano, Switzerland 1997-1998

***Human Resources Director***

- Redeveloped and launched recruiting and executive search activities in the banking, financial, and trust fields.
- Conducted evaluation and return analysis, and prepared reports for Board of Directors.
- Managed all HR, MIS control, and client forecasting for TS Group with 50+ people.
- Facilitated and participated in international meetings and forums.

Prior to 1997, served as Director of Preludio Sagl and Foundation Coordinator Manager of A.R.C.H. Foundation.

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### ACADEMIC BACKGROUND

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AIRS TRAINING (A COMPANY OF THE RIGHTTHING)

- ***Attended seminars on Recruiting, Sourcing, & Talent Acquisition***

TRINITY UNIVERSITY, Texas, U.S.A.

- ***Executive Master of Business Administration (EMBA), 2003***
- GPA: 3.58/4.00

SCHILLER INTERNATIONAL UNIVERSITY, Madrid, Spain

- ***Bachelor of Business Administration in International Business, 1993***
- Recipient of International Business Award (IBA)
- GPA: 3.86/4.00; Dean's List

HAUTES ETUDES COMMERCIALES (H.E.C.), Lausanne, Switzerland

- ***Bachelor of Arts in Swiss Administration Studies, 1990***

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### ACTIVITIES

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- Attendee/Participant, **e-Recruiting and Staffing Conference & Expo**, Las Vegas (2001) and New York (1999)
- Candidate, Muzzano's Council, 2008 Elections
- Candidate, Ticino State Parliament, 2007 Elections
- Board Member, Swiss Music Center Foundation, Lugano, Switzerland
- Member, various Cultural Associations, Ticino, Switzerland
- Member, International Networks in Ticino and abroad
- Member, Village Council of Muzzano, and Management, Petition, and Cultural Commissions
- Fundraising Organizer for Cultural Events and Concerts

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### LANGUAGES

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- Native Speaker: **Italian**; Fluent in **English** and **French**
- High proficiency in German and Spanish

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### TECHNICAL SKILLS

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- Windows and Mac Operating Systems
- MIS, Management, Accounting, Operation Research, Relational Databases
- Adobe CS3, MS Office, Office Maker Pro, Wordpress, SQL, MySAP