

MASSIMO D'ONOFRIO, EMBA

Villa Eureka, 6933 Muzzano ~ Ticino, Switzerland

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QUALIFICATIONS

Accomplished, results-oriented Finance & Operations Manager with record of reorganizing, streamlining, and strengthening financial operations to maximize performance and profitability. Expert in accounting, financial analysis, forecasting, budgeting, cash management, fundraising, auditing, and controls for both established and start-up companies. Possess Executive MBA degree, as well as business consulting experience in high-tech industry. Thrive in fast-paced environments requiring international collaboration with cross-functional groups. Willing to travel and relocate. Core competencies:

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|---------------------------|----------------------------|---------------------------|
| ◆ Financial Reporting | ◆ Profit & Loss Statements | ◆ Operations Management |
| ◆ Project Management | ◆ Budget Management | ◆ Organizational Design |
| ◆ Strategic Planning | ◆ Performance Management | ◆ Internal Controls |
| ◆ Relationship Management | ◆ Contract Negotiation | ◆ Logistics/Merchandising |
| ◆ Payroll & Benefits | ◆ Staffing & Retention | ◆ Coaching & Mentoring |

PROFESSIONAL EXPERIENCE

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

- Provide business consulting services in areas of corporate finance and accounting, fundraising, financial controlling, forecasting, tax planning, subventions, payroll, real estate management, sales and branding, business plans, and business licenses and structures to 50+ clients.
- Serve as start-up companies' ad interim CFO/COO and manage financial planning efforts, including creating sound business plans to secure funding and setting up software solutions.
- Structure commercial transactions, drafted privacy policies, and conducted real estate appraisals.
- Supervise team of three consultants and one web designer, which involves all hiring, training, coaching, and performance appraisals.
- Developed web-based recruiting solutions and oversee all web development activities.

VR WAY GROUP, London, U.K. 1999-2001
Ad Interim CFO & HR Director, 2000-2001
Chief HR Recruiter, 1999-2000

- Administered annual budget of CHF 5 million, which involved signing off on balance and P&L statements and controlling all divisional payments.
- Managed CHF 20 million sale of VR Way Business Model to private equity firm in 1999.
- Managed team of 20 managers with up to 200 reports 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.
- 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.

TS RECRUITING E SERVIZI, SA, Lugano, Switzerland 1997-1998
Human Resources Director

- Redeveloped and launched recruiting and executive search activities with focus on 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.

PROFESSIONAL EXPERIENCE

(Continued)

PRELUDIO SAGL, Ticino, Switzerland 1996-1997

Director

- Participated in international trading of Swiss biotechnologies in Latin America, which involved recruiting and training three Area Managers to represent company in Latin America.
- Managed financial reporting, evaluation, and analysis; reported findings to Board of Directors.
- Directed international MIS control and web presence.

A.R.C.H. FOUNDATION, Ticino, Switzerland 1994-1996

Art Restoration for Cultural Heritage Foundation

Manager, Foundation Coordinator

- Directed financial operations, administrative functions, and human resources of nonprofit organization.
- Oversaw financial controlling for headquarters, as well as two subsidiaries.
- Executed long-term financial policies set by Executive Committee, and reported directly to Board of Directors, Corp. Development Officer, and Treasurer.
- Identified, proposed, and implemented new revenue stream, which secured CHF 2 million in annual recurring income for nonprofit organization.
- Assumed sole responsibility for international merchandising and logistics, which involved promotional materials such as catalogues, postcards, t-shirts, and other products.

EDUCATION

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***

AIRS TRAINING (A COMPANY OF THE RIGHTTHING)

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

ACTIVITIES

- Candidate, Ticino State Parliament, 2007 Elections
- Attendee, e-Recruiting and Staffing Conference & Expo, Las Vegas (2001) and New York (1999)
- 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

LANGUAGE & TECHNICAL SKILLS

- **Languages:** Native Speaker: Italian; Fluent: English and French; High Proficiency: German & Spanish
- **Technical Skills:** Windows & Mac Operating Systems; MIS, Management, Accounting, Operation Research, Relational Databases; Adobe CS3, MS Office, Office Maker Pro, Wordpress, SQL, MySAP