Brian J. Tassinari

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EDUCATION

**University of Massachusetts-Amherst**

*Isenberg School of Management*

Bachelor of Business Administration: May 2010 Major: Finance

Financed 100% of Education through employment

PROFESSIONAL EXPERIENCE

**Stinger Ghaffarian Technologies,** Cambridge, Ma August 2011- Present

*Business Analyst*

* Ensure compliance with internal and external requirements/deadlines related to the financial/contractual aspects of projects
* Tracking of employee travel and other expenses, ensuring conformance to Federal Travel Regulations as well as Corporate Policy
* Review and vouchering of subcontractor invoices, ensuring conformance to subcontract terms and conditions as well as Federal Acquisition Regulations
* Coordination and reconciliation of employee and subcontractor employee labor corrections
* In conjunction with Financial Manger and Subcontracts Administrator, prepare purchase requisitions to ensure subcontracts have appropriate task order values and funds
* Communicate potential financial issues/risks to the Financial Manager and Operations team and offer potential solutions

**Tassinari Brothers, Inc**., Ludlow, Ma July 2009-August 2011

*Business Manager*

* Develop fiscal budget using Microsoft Excel to evaluate corporate profit and loss
* Analyze balance sheet and give recommendations to senior management
* Manage payroll, accounts payable and account receivable using Peachtree Accounting Software
* Prepare monthly reports for accountant, and submit state and federal payroll withholdings
* Manage and strategically analyze overall supply chain which lead to a decreased material cost per unit of 7%
* Negotiate terms and service level agreements with supply chain partners to reduce costs and streamline fulfillment
* Review and recommend the acquisition of key operational equipment leading to 11% decrease in per unit labor cost
* Schedule, motivate, evaluate, discipline and terminate employees as necessary
* Develop marketing strategy to increase corporate revenue, present to senior management
* Initiate contact with prospective clients, identify their needs, present solutions, and negotiate contracts
* Maintain exceptional customer service, troubleshoot and resolve problems as soon as they arise

INVESTMENT EXPERIENCE

* Actively trade stocks and options, account valued at over $50,000
* Achieved gains of 9.4% greater than S&P 500 for 2009
* Market data research using Bloomberg, Wall Street Journal, and Mergent Online

COMPUTER SKILLS

* Proficient with Microsoft Office Enterprise with Advanced Excel skills
* Microsoft Office Project
* UAS, Enterprise Information System (EIS)
* Peachtree Accounting Software
* MPL, Minitab, MathematicaIBM Cognos Connection