

# KIMBERLY KATHERINE MAHON

13929 Plymouth Crossing, Edmond, OK 73013 • [kimberly.k.mahon@gmail.com](mailto:kimberly.k.mahon@gmail.com) • (405) 514-5457

---

## **PURPOSE**

To be the best, you must learn from the best and that is why I am applying to work for VI Marketing and Branding. I want to learn how to research, analyze, and create like your company.

## **EDUCATION**

**University of Oklahoma** (*Norman, Oklahoma*)

*Graduated: May 2011*

BA Political Science, minor in Business Administration

**St. Mary's University College, Twickenham** (*London, United Kingdom*)

*Graduated: Aug 2013*

Post-Graduate Certificate in International Business

## **WORK EXPERIENCE**

**Capital Adequacy Analyst**

*Aug 2012 – Aug 2013*

*UBS Investment Bank (London, United Kingdom)*

- Assisted in the conversion of Basel 2.5 to Basel 3 regulatory framework
- Reconciled daily reports and analyzed Risk-Weighted Assets and Exchange Traded Derivatives
- Created weekly presentations through multiple figure approaches
- Assessed global entities portfolios and all sourcing information
- Enhanced skills in Excel, PowerPoint, Outlook, Business Objects, etc.

**Event and Fundraising Consultant**

*Aug 2011 – Aug 2012*

*Tilley & Nichols Consulting, LLC (Oklahoma City, Oklahoma)*

- Coordinated fundraising receptions with clients, hosts and all vendors
- Managed campaign fundraising for multiple political candidates
- Conducted donor research, fundraising calls and follow-up correspondence
- Prepared monthly fundraising reports and invoices

## **INTERNSHIPS**

**Congressional Intern, Congressman Tom Cole**

*July 2011 – Aug 2011*

*United States House of Representatives (Washington, D.C.)*

- Summarized committee hearings into memos
- Administered capitol tours to Oklahoma representatives and residents

**Oklahoma State House Intern, Representative Scott Inman**

*Jan 2010 – May 2011*

*Oklahoma State House of Representatives (Oklahoma City, Oklahoma)*

- Composed weekly newsletters and constituent correspondence
- Recorded minutes from committee and caucus meetings

## **PRIOR LEADERSHIP POSITIONS**

**VP of Finance**

*fall 2008 – spring 2010*

*University of Oklahoma: Delta Gamma Fraternity*

- Created annual budgets with \$855,000, handled 55+ financial accounts, kept 200+ members accountable to financial obligations and managed financial planning of all Delta Gamma Fraternity events.

## **REFERENCES**

❖ **Chaitanya Jakka**

*UBS Investment Bank: Director of Global RWAs in Group Controlling and Accounting*

London Office: +44 207-567-5597

[chaitanya.jakka@ubs.com](mailto:chaitanya.jakka@ubs.com)

❖ **Michelle Tilley Johnson**

*Partner at Tilley & Nichols Consulting, LLC*

Oklahoma City Office: (405) 604-6644

❖ **Congressman Tom Cole**

*Oklahoma State Congressional Representative*

Washington, D.C. Office: (202) 225-6165

❖ **Representative Scott Inman**

*Oklahoma State Representative*

Oklahoma State Capitol Office: (405) 557-7370

❖ **Kristi Cooper**

*Delta Gamma Finance Advisor*

Personal Phone: (405) 590-5212