*Daniel J. Mahoney Sr.*

**10 June Street**

### Oxford MA 01540

**508-498-2582**

[**DJM991@AOL.com**](mailto:DJM991@AOL.com)

**PROFILE:** Significant experience working with mutual fund, hedge fund, and variable insurance products providing fund and separate account accounting, fund administration, project management, consulting, systems development, IT Support, and custody. Recent experience as an Account Executive providing the architecture, implementation, and project management for customized network and voice solutions.

# EXPERIENCE: Resources Global Professionals

2011-Current **Consultant**

# Active participant of a four member consulting team reviewing the investment products of a large global bank to determine consolidation requirements in connection with FAS 167 and IFRS guidelines

# Read and analyzed all relevant materials associated with each investment product inclusive of Open and Closed End Mutual Funds, Hedge Funds, Partnerships, Collective Funds, UCITS, and Separate Accounts incorporated in the US, UK, Cayman Islands, and Ireland (Guernsey)

# Documented the governance, investment management, equity, and fee structure of each entity utizlizing a template developed by the team at the inception of the project

* Collaborated with various investment boutiques within the bank to clarify ambiguities in the documents provided as well as to research critical items further
* Issued an opinion with supporting documentation and fact pattern for each entity applying FAS 167 and IFRS guidelines

# PC-PLUS Technologies, Inc.

2010-2011 **Account Executive**

# First year monthly sales goal $50K per month to be reached by month 10…Exceeded in month 5

# Manage existing clients proactively anticipating their needs to enhance responsiveness while continuously building a relationship as a “trusted advisor”

* Respond to client inquiries, issues, and emergencies and facilitate their resolution in an expeditious manner ensuring 100% client satisfaction
* Meet with clients/prospects presenting proposals/solutions incorporating business partner initiatives and vision whenever applicable
* Collaborate with business partners and leverage relationships to provide the best available solution to clients/prospects
* Cold calling/prospecting to generate new business leads. Follow up on outside leads provided by corporate partners and existing clients

# Redbrick Capital Management, L.P.

# 2009 Temporary

# Completed cash and position reconciliations with multiple prime brokers

# Booked and reconciled trades

# Resolved settlement differences

# Monitored and processed expenses

# Performed compliance testing

# Cambridge Place Investment Management

###### 2007-2009 **Operations & Information Technology Manager- US**

# Liaised between US based trading desk, Private Investments group and London based operations team ensuring appropriate operational flow for all trade, wire, and settlement instructions

# Coordinated all contractual documentation with General Counsel for all privately funded deals

# Established and managed US based broker relationships

# Monitored brokers to ensure that deals executed with them are serviced appropriately from a pricing perspective

# Daniel J. Mahoney Sr. - Page 2

# Provided brokers quarterly performance reports benchmarked against established Service Level Agreements. Met with brokers on a quarterly basis to provide this feedback and collaborate to improve the process to best serve both firms

# Managed third party technology vendor

# Oversaw Business Continuity Planning

# Investors Bank & Trust Company

# 2002-2007 Director – Business Systems & Execution

* Responsible for the entire Fund Administration departments business recovery and business continuity plans
* Responsible for Project Management in terms of design, becoming intimately familiar with multiple operational groups within the bank, organization, testing, and implementation of new applications as well as upgrades/modifications of existing ones. In addition, acted as internal business consultant in regards to process improvement identifying efficiencies and eliminating risk exposure.
* Liaised between business units and systems to write, present, and obtain sign off for business and functional requirement documents (BRD/FRD).
* Worked for 3 years on the Development and Implementation of a customized vendor purchased Hedge Fund processing system.
* BRD/FRD/SRD development, documented procedures, assisted in developing training materials and courses, provided individual training for supervisors/managers, oversaw the successful conversion for in excess of 100 funds under extremely tight deadlines. Upon completion, continued to work with business units and clients to identify necessary enhancements, wrote and reviewed BRD/FRD/SRD’s, and provided subject matter expertise.
* Participated in the design, testing, and installation of the banks internally developed InvestSmart suite of Fund Administration applications

# CDC IXIS Asset Management Services Company

# 1999-2002 Assistant Vice-President – Fund Administration

* Served as Assistant Treasurer and oversaw the administration of a mutual fund family consisting of twenty-seven funds and approximately six billion dollars in assets with ninety two classes of shares
* Acted as primary contact for multiple clients, managed their needs, expectations, and attended Board of Trustees meetings
* Served on weekly Investment and Client Service committees
* Oversaw and managed relationships with sub advisors, fund accounting and custody service provider, securities lending provider, auditors, and brokers
* Reviewed and approved all Fund matters pertaining to contracts, expenses, budgets, pricing and valuation
* Support Product Development and Marketing teams
* Wrote, facilitated, and executed an RFP for Fund Accounting, Custody, and Fund Administration services
* Coordinated all sub advisor portfolio management transitions

# Daniel J. Mahoney Sr. - Page 3

* Coordinated the transition of custody, fund accounting, and fund administration services with new service provider, legal, portfolio managers, and marketing team

# Allmerica Financial Corporation

**Assistant Treasurer – Mutual Funds (1997-1999)**

* Participated in the monthly review of pricing, accounting and custody matters
* Provided daily operational support for pricing and investment compliance
* Approved fee calculations, annual budgets, accruals, payment authorizations, trustee fees and fund insurance
* Coordinated the preparation of regulatory reporting documents and board of trustees materials
* Monitored and reported investment performance of mutual funds and variable insurance products
* Supported Client Service and Wholesale teams providing ad hoc reporting and responding to investment related inquiries from DB/DC clients
* Performed analysis and contributed to marketing materials monitoring the performance of Investment Managers
* Coordinated all sub advisor portfolio management transitions
* Coordinated the transition of custody, fund accounting, and fund administration services with new service provider, legal, portfolio managers, and marketing team

**Manager – Separate Accounting (1994-1996)**

* Facilitated the purchase, testing and implementation of a separate account processing system allowing the insourcing of unit value calculations
* Managed the day to day processing and valuation/accounting of sub-accounts
* Coordinated and implemented over fifteen new product requirements from a systems, processing, accounting and procedural perspective
* Specified and implemented over forty program modifications/enhancements to the department’s processing system
  1. **State Street Bank & Trust**

##### Manager – International Mutual Funds Accounting/Custody Operations (1992-1993)

* **Senior Fund Accountant 1991**
* **Fund Accountant 1990**

**EDUCATION: Worcester State College**

* Bachelor of Science, 1989
* Major – Economics

**SKILLS:** Advent Geneva**,** MS Word, Excel, PowerPoint, InvestSmart Fund Administration Suite of Applications, InvestAI, Variable Product Administration System

**INTERESTS:** PastPresident of MidState Youth Hockey, play in adult hockey league, College and High School ice hockey official, bicycling, and golf