

# DANI MCMAHON

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## FACILITIES, PROJECT & MOVE MANAGER

### Planning and Logistics | Cost containment | Office space planning | Relocation Management | Analysis

Project Manager with 10+ years' experience developing, implementing and managing multi-phase facility related projects. Establishing and nurturing relationships with key stakeholders including customers, contractors, vendors and building owners. Experience leading numerous process improvements to cut costs and increase efficiency.

## EXPERIENCE

**USA RISK GROUP**, Williston, VT

5/2018 – 9/2018

### Account Manager

- Managed day to day accounting activities for a portfolio of Captive Insurance companies.
- Prepared monthly and quarterly financial statements.
- Prepared quarterly and annual NAIC statements, Vermont Captive Annual Reports and Premium tax returns.
- Ensured regulatory requirements are satisfied for Captive Insurance Companies in all domiciles.
- Prepared and facilitate quarterly and annual board meetings.
- Coordinated preparation of annual financial statement audit with corporate auditors.

**VERMONT ENERGY INVESTMENT CORPORATION**, Burlington, VT

2004 – 2017

### Facilities and Fleet Manager

2006 – 2017

- Managed operations for 75,000+ square feet of office space including a 56% increase in total space in multiple locations with a focus on sustainable business practices.
- Provided a single point of contact with building owners, managers, subtenants, maintenance staff and contractors while ensuring client satisfaction.
- Coordinated and implemented all move management activities ensuring staff safety, comfort and ergonomics.
- Reconfigured constantly changing space needs during a period of staff growth of 125%.
- Transformed space requirements based on employees' needs drawn from data collection and analysis.
- Oversaw renovation, construction and office layout projects as growth of the organization dictated, including a \$2MM construction project.
- Led team tasked with developing VEIC's space planning guidelines promoting strategies for collaboration.
- As member of the six-person Move Team, designed and laid out new 50,000 square foot office space including furniture and finishing selections, IT requirements, and energy efficiency measures.
- Led 200-person office move with virtually no business interruption.
- Identified and implemented process improvements such as space planning, new hire process, facilities ticketing system and building evacuation plan.
- Managed design, construction and move into Washington, DC office expansion.
- Led "Rethinking Our Space", a human-centered design team which developed and piloted prototypes to inform physical space budget requirements.

**VERMONT ENERGY INVESTMENT CORPORATION, Burlington, VT** 2004 – 2017  
**Project Assistant** 2004 – 2006

- Provided administrative support to team of 6 Project Managers.
- Maintained integrity and accuracy of industry database.
- Planned and coordinated meetings, trainings, industry seminars and conference.
- Co-organized and set up the very first Energy Star “Center” in the Northeast Kingdom to answer energy-related customer inquiries.

**WILLIS MANAGEMENT, LTD., Burlington, VT** 2002 – 2004  
**Account Manager/Program Administrator**

- Managed day to day accounting activities for a portfolio of Captive Insurance companies to include:
- Prepared monthly and quarterly financial statements.
- Prepared quarterly and annual NAIC statements, the Vermont Captive Annual Report and Premium tax returns.
- Ensured regulatory requirements were being satisfied for Captive Insurance Companies in all domiciles.
- Prepared and facilitated quarterly and annual board meetings.

**CHILD CARE RESOURCE, Williston, VT** 1998 – 2000  
**Business Manager**

- Managed day to day accounting activities for small non-profit.
- Prepared bi-weekly payroll
- Facilitated onboarding of all new employees including benefits orientation.

**AMERICAN RISK MANAGEMENT, LTD., Burlington, VT** 1996 – 1998  
**Account Manager**

- Managed day to day accounting activities for a portfolio of Captive Insurance companies including:
- Prepared monthly and quarterly financial statements.
- Prepared quarterly and annual NAIC statements, the Vermont Captive Annual Report and Premium tax returns.
- Ensured regulatory requirements were being satisfied for Captive Insurance Companies in all domiciles.
- Prepared and facilitated quarterly and annual board meetings.

### **Education**

**B.S., Accounting, cum laude, Champlain College, Burlington, VT** 1996  
**A.S., Accounting, magna cum laude, Champlain College, Burlington, VT** 1994

### **Memberships**

**International Facility Managers Association**  
**Vermont Businesses for Social Responsibility**  
**Project Management Institute – Champlain Valley Chapter**