

MARYANN N. POST

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QUALIFICATIONS SUMMARY

Dynamic entrepreneur, leading a start-up mobile bar business redefining event experiences with innovation, sustainability, and community focus. Seasoned professional with extensive expertise in finance, banking, management consulting, and Human Resources. Adept at strategic planning and building impactful businesses and leveraging diverse background to launch Park & Party, a unique mobile bar concept designed to elevate celebrations with sophistication and comfort. Demonstrated success in fast-paced, dynamic environments. Excellent interpersonal and communication skills. Podcast host of “The PostCast” for Headline News Montgomery. Active community leader and volunteer, Board member.

EXPERIENCE

PARK YOUR PARTY, LLC www.parkyourpartybar.com Skillman, NJ
CEO and Co-Founder 2024-Present

Leading this unique start-up luxury mobile bar company from inception to launch. Responsible for all financial functions, including funding strategies, as well as overseeing construction and design, managing partnerships, branding, marketing and PR, social media, customer relationship management, staffing and accounting.

MARYANN N. POST & ASSOCIATES

Independent HR Consultant 2001 - 2010

Human Resources Consultant, advising private and public sector organizations on recruiting and recruitment strategy, organizational structure, employee benefits, compensation administration, strategic HR planning, and organizational communications.

Client Highlights

McFadyen Consulting Group McLean, Virginia

Designed and manage entire recruitment process for this growing e-business consulting firm.

- Responsible for writing position descriptions, managing recruitment advertising, maintaining resume database and handling candidate communications.
- Negotiate and make offers, and facilitate new hire orientation and processing.
- Work with immigration attorneys to manage immigration issues for new hires.
- Advise senior management team on organizational structure, reporting relationships, employee benefits design, compensation administration and organizational communications.

Central Intelligence Agency

McLean, Virginia

Independent Consultant to the Logistics Support division of the CIA. Advise senior officials and Human Resources professional on overall recruiting strategy and implement select recruitment improvement initiatives.

- Developed FY 2003 Recruiting Plan, including college recruiting plan and diversity recruiting plan.
- Redesigned behavioral event interview model; delivered a “best practices in interviewing” study.
- Designed new candidate communication plan, co-op program and summer internship program.
- Developing a new training course for Recruiters, including talking points and handouts for recruiting events.
- Wrote updated position descriptions and recruitment messaging for CIA website.
- Responsible for interviewing candidates and reviewing interview feedback prior to extension of offers.
- Designing and coordinating local hiring efforts with community colleges in metro DC area.

Ventura Corporation

McLean, Virginia

- Advised senior management team and HR manager on procedures for two reductions-in-force including logistics, separation agreements, severance benefits, population analysis, notifier training and organizational communications.
- Provided one-on-one career counseling and outplacement assistance for over 30 affected employees, including resume and cover letter reviews, job hunting guidance, interview skills training, networking and job leads.

McFadyen Consulting

McLean, Virginia

- Consultant to President and employment attorney on procedures for conducting a reduction-in-force, including preparing a population analysis, logistics for notifications and separation benefits.
- Provided career counseling, resume review and outplacement assistance for six affected employees.

ILMA (Independent Lubricant Manufacturers' Association)

Alexandria, VA

Featured Human Resources columnist in monthly Association magazine, *Compoundings*. Write articles on various Human Resources topics for column entitled "Personnel Power". Retained as columnist through 2003.

LONGITUDE SYSTEMS, INC.

Chantilly, Virginia

Director, Human Resources

2001

Managed Human Resources functions for a 60-person software company. Reported to the CEO. Company went out of business due to lack of funding.

- Managed recruiting, including Executives, sales, technical, administrative and professional services staff.
- Responsible for benefits administration, compensation strategy and administration, and performance assessment.
- Managed staffing, employee relations, discipline and terminations.
- Wrote and published the Employee Handbook. Responsible for developing, communicating and implementing workplace policies and procedures.
- Developed New Employee Orientation; managed the new hire process.
- Managed the selection and implementation of a new HRIS.
- Responsible for managing facilities, including an internal office move and general facilities issues.
- Managed termination process for all employees, terminated 401k, Section 125 and insurance plans, and established COBRA process when company closed.

CYVEILLANCE, INC.

Arlington, Virginia

Director, Human Resources

1999 - 2001

Directed Human Resources functions for a 125-employee e-Business Intelligence services company. Grew organization aggressively from start-up phase of 50 employees and established all Human Resources functions.

- Developed employment and workplace policies and procedures, wrote and implemented Employee Handbook.
- Managed recruitment of over 140 employees, with focus on technology, sales, and client services professionals.
- Designed and administered compensation and benefits, including an incentive compensation plan, 401K plan and stock option plan.
- Developed and administered the performance assessment process, including an "upward feedback" tool.
- Managed the human resources team of eight staff, including Benefits and Recruiting Managers.
- Worked closely with the Managing Director of Cyveillance International to recruit the executive team, develop employment policies, process employee transfers, and develop compensation strategy for UK office.
- Developed and led bi-monthly three-day Employee Orientation program.
- Managed organizational development and training, including establishment of career paths, design and delivery of Harassment Training and Performance Assessment training.
- Managed staffing, employee relations, discipline and terminations. Conducted exit interviews and turnover analysis.
- Oversaw selection and implementation of web-based Human Resources Information System.
- Responsible for organizational communications. Member of the Cyveillance Intranet Planning Committee.
- Conducted departmental planning and budgeting. Responsible for a \$500K budget.
- Managed Employee Welfare programs, including Health Care week, teambuilding events, culture committee and company outings.
- Co-managed facilities, including supervision of the receptionist and office manager.

PRICEWATERHOUSECOOPERS, LLP: Washington Consulting Practice

Fairfax, Virginia

Manager, Recruiting, Human Resources Department

1995 - 1999

- Directed all undergraduate and MBA recruiting programs for a 2,500-employee Consulting Practice.
- Supervised staff of 12.
- Developed and maintained relations with 16 universities; scheduled and attended campus recruiting events and conducted and coordinated campus and office interviews.

- Assessed hiring needs; developed candidate profiles and recruiting plans; trained partners and staff in interview techniques.
- Built school recruiting teams and developed campus recruiting strategy, organized and hosted MBA "Sell" event, reported hiring statistics for National Recruiting.
- Developed a summer intern program for 90 interns. Conducted needs assessment, managed staffing and program events, developed Intern Orientation and training and coordinated performance evaluation process.
- Delivered new employee orientation to groups of 30 - 50 hires.
- Developed and coordinated an "Extern" program, an experiential one-week program for undergraduates.
- Managed planning and logistics for two practice-wide workforce reductions.
- Assisted HR Director with Employee Relations issues.

COOPERS & LYBRAND, LLP Washington Consulting Practice

Fairfax, Virginia

Senior Associate, Performance Management Group

1991 to 1995

- Consultant to public and private sector firms providing performance management services, including training needs assessments, training development, process improvement team facilitation, teambuilding, strategic planning, benchmarking, and organizational culture surveys, and survey analysis.
- Senior Consultant in the Government National Mortgage Association (GNMA) Compliance Control Group. Reviewed compliance reports and analyzed data in mortgage-backed securities information system to ensure that issuers complied with GNMA reporting requirements. Tested internal control techniques and developed improved internal control processes.

FIRST AMERICAN METRO CORPORATION

McLean, Virginia

Financial Analyst, Real Estate Credit Quality

1990 to 1991

- Prepared financial analyses of institutional borrowers' financial statements, and assessed creditworthiness.
- Analyzed credit quality of new real estate loans and designed strategies for weakened real estate assets.

EDUCATION

GEORGETOWN UNIVERSITY

WASHINGTON, DC

Bachelor of Science in Business Administration, Finance major, Psychology minor

May 1990

PROFESSIONAL AFFILIATIONS AND ACTIVITIES

- Podcast Host of "The PostCast", Headline News Montgomery www.headlinenewsmontgomery.com
- Grants Chair and Board Member, Montgomery Township Education Foundation www.mtefnj.com
- Georgetown University Admissions, Alumni Interviewer
- Volunteer and former Board member, National Infertility Association