MARY MACE
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EDUCATION

PhD (candidate), Business Administration: Leadership, Liberty University, 2024 - present
Masters of Science (MS), Project Management (MSPM), The Citadel School of Engineering, 2019
Masters of Business Administration (MBA), Management, Webster University, 1995
Bachelor of Science (BS), Management & Systems Engineering, United States Military Academy, West Point, 1992

CERTIFICATIONS

Project Management Professional (PMP), PMI, 9 June 2025 - 9 June 2028
Certified Scrum Master (CSM), Scrum Alliance 2025
Disciplined Agile Scrum Master (DASM) certification, PMI, 2025
Executive Certificate Business Leadership, Liberty University, 2024
Certified Military Veteran Recruiter (CMVR), AIRS, 2021
Certified Diversity and Inclusion Recruiter (CDR) AIRS, 2021
Technical Project Management (TPM) Graduate Certificate, The Citadel School of Engineering, 2019

SUMMARY OF QUALIFICATIONS

Seasoned leader with over 20 years of experience spanning project management, military logistics, and human resources. Recent certifications in PMP, CSM, and DASM. Proven track record of managing complex programs, leading cross-functional teams, and delivering results in high-pressure environments. Currently pursuing a PhD in Business Administration with a Leadership cognate.

Over eight years adjunct teaching experience in business, economics, and management at multiple undergraduate institutions.

This unique blend of instructional, operational, and strategic experience equips me to contribute meaningfully to project-driven and people-centered organizations.

Possess active ***US SECRET*** security clearance, US Passport and Global Entry certification.

Open to remote or hybrid work from Charleston, SC.

PROFESSIONAL EXPERIENCE

2025-present. Adjunct Instructor (Undergraduate), The Citadel - Baker School of Business
Taught: MGMT 311 Human Resources

2025-present. Business Management, HR, and Recruiting Consultant - DoD Contracting

2021-2025. ECS Senior Corporate Recruiter, full time, *remote employee*
Senior recruiter for ECS Federal LLC. Provide senior talent acquisition support for defense contracts using ADP Recruiting Management and Taleo talent management web-based software. Focus on recruiting for IT, Cloud Engineers and Global Health Defense contracts. Provide HR expertise and recruiting support.

2020-2023. USAA Advisory Panel, *Volunteer*
Participate as a volunteer on the USAA Federal Credit Union Advisory Panel.

2019-2021. Senior Talent Acquisition Recruiter, PAE, full time, *remote employee*
Senior recruiter and talent acquisition analyst for PAE, LLC. Provide talent acquisition support for defense contracts using Workday talent management web-based software. Focus on executive corporate overhead recruiting in addition to recruiting for AFCAP, AFRICAP, USAID, ICITAP, Seaport NXG, IT and global health defense contracts. Participate as an HR expert for proposal preparation and submission.

2004-2019. Senior Talent Acquisition Analyst for Defense, SAIC (formerly MPRI, L3 Communications, and Engility), full time, *virtual remote employee*
Began as the sole recruiter for MPRI's Training and Analysis Department and 12 Program Managers providing high priority backfills at locations worldwide. SAIC recruiting efforts include support for major contracts under

War Fighter Focus and CAC Omnibus. Periodically provide sole recruiting for major programs, such as ROTC, collecting and confirming 95% of the candidates prior to contract award. Participate in proposal preparation and submission to win various contracts. Confer with program managers to identify personnel needs and workforce planning strategies. Write complete and detailed job descriptions.

2014-2024. USMA Field Force Liaison Officer, *Volunteer*
Conduct and submit interviews and physical fitness assessments for Academy admissions and ROTC.

2013-present. Real Estate Broker, Keller Williams Realty, *referrals only*

2012-present. USMA 1992 Class Vice President, *Volunteer*

2004. Substitute Teacher, Ft. Leavenworth, KS

2004. Adjunct Instructor (Undergraduate), Upper Iowa University, Ft. Leavenworth, KS
Taught: Macroeconomics (BA 211) and Microeconomics (BA 212)

2002. Adjunct Instructor (Undergraduate), St. Thomas Aquinas College, West Point, NY
Taught: Introduction to Business (BUS 101) Spring 2002 and Introduction to Marketing (BUS 102) Fall 2003.

2001–2004. Adjunct Instructor (Undergraduate), Mount Saint Mary College, West Point, NY
Taught: Introduction to Marketing (BUS 102) 2004, WEB CT format, 2003, 2002; Money and Banking (BUS 302) 2004, WEB CT format; Production Systems Management (BUS 301) 2003 & 2002; Intro to Management (BUS 101) 2002, 2002, 2001; Principles of Finance (FIN 301) 2002 & Financial Management (FIN 303) 2001.

1997–1999. Adjunct Instructor (Undergraduate), Wayland Baptist University
Taught: Structure and Processes of Organizations (MGMT 4313) Anchorage, AK, 1998; Managerial Communication (MGMT 3310) Anchorage,1998; Business Math (OTVT 1310) Anchorage,1998; Principles of Management (MGMT 3304) Anchorage,1998; Computational Math I (ACAC 0315) Anchorage,1997; and Organizational Behavior and Leadership (MGMT 4320) Ft. Wainwright, AK,1997.

1995. Middle School Teacher (Business and Tech), Douglass Byrd Middle School, Fayetteville, NC

1995–2000. Platoon Leader, US Army Reserve 1LT, Quartermaster Rigging Platoon Leader, 824 QM, Fort Bragg, NC

1992–1995. US Army, Active Duty, LT, 530th S&S BN, Fort Bragg, NC
Accountable Officer and Platoon (warehouse manager of multiple classes of supply; deployed to Haiti with 36 hours notice for *Operation Uphold Democracy*; established Theater Supply Support Activity and Central Receiving Point to support 22,000 soldiers). Battalion S2 (security manager for over 600 soldiers in 4 different companies). POL and Water Platoon Leader. Company Executive Officer (responsible for 78 soldiers, 15 vehicles and over $30 million in equipment).

TRAINING

ADP Recruiting Management, 2024
TALEO Talent Management Applicant Tracking System, 2013 - 2024
Workday Applicant Tracking System, 2019
iCIMs Talent Acquisition Applicant Tracking System, 2014 - 2018
South Carolina Real Estate Broker License, 2017
North Carolina Real Estate Broker License, 2012
Quartermaster Officer Basic Course, Fort Lee, VA, 1992
Airborne School, Fort Benning, GA, 1990