

Jan Horan
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Shangri-La Assisted Living Facility – January 2009 to May 2010

- Part-time Activities Coordinator
- Developed and implemented programs, activities and special events for residents, many of whom had cognitive and mobility issues

Howard County Government – August 1980 to June 2008

Office of Human Resources – August 1980 to August 1985

- Conducted new employee orientations and processed benefit selections
- Assisted with testing of potential new hires that included clerical, police and fire exams

Department of Citizen Services – August 1985 to June 2008

- Supervised staff support personnel
- Publication review, design and update
- Designed, coordinated and implemented the County's Human Service Guide
- Website administrator for department
- Served as the Department's Computer Network Administrator for ten years
- Served on the Board of Directors for the Howard County Fuel Fund
- Special projects and event planning, coordination and implementation

Editorial Accomplishments

- Editor of the Office on Aging's *Senior Connection* newspaper
- Researched and developed commentary for the Office on Aging Administrator for her weekly TV appearances.
- Designed, edited, implemented and published department's:
 - Human Services Guide
 - Employee Manual
 - Employee Directory
- Several articles published in the "Focus on Women" magazine