

Genna R. Waranch

12142 Woodsyde Court
Owings Mills, MD 21117
410-440-8337
gwaranch@gmail.com

EDUCATION

York College of Pennsylvania, York, Pennsylvania

*Bachelor of Science, Behavioral Science
(Human Services Concentration)
Cum Laude, May 2007*

Towson University, Towson, Maryland

*Master of Science, Human Resource Development
Management and Leadership Development Post Baccalaureate Certificate
Summa Cum Laude, December 2009*

EXPERIENCE

Camp Milldale

*Director of Human Resources and Transportation
Director of Human Resources and Communications*

Reisterstown, Maryland
March 2010-August 2010 (Seasonal)
June 2009-August 2009 (Seasonal)

- Assessed number of staff and placement of staff
- Planned and attended weekly staff meetings
- Worked with local restaurants to arrange staff dinners
- Completed payroll biweekly by using a Microsoft Excel spreadsheet
- Planned and composed weekly on-line newsletter on camp website
- Uploaded and updated newsletter weekly on the camp website
- Efficiently used an AlertNow system to e-mail and send phone messages to parents and employees
- Tracked absences, recruitment, and termination of staff on a daily basis

Baltimore County Public Schools Personnel Services

Human Resource Intern

Timonium, Maryland
January 2009-May 2009

- Evaluated county school management manuals to determine correct action plan.
- Collaborated with human resources personnel on various issues.
- Provided information in a user-friendly guide format to all administrators and supervisory employees on employment laws, policies, regulations and union agreements.
- Researched various employment laws to be placed in a supervisory manual.
- Worked collaboratively with personnel manager to compile information for the manual.

JCC Greater Baltimore

Group Leader

Owings Mills, Maryland
May 2007-Present

- Interacted and communicated with parents on various issues
- Evaluated and documented social and gross motor skills while children engaged in classroom activities
- Customized programs aimed at improving social skills for children
- Attended faculty meetings for disciplinary decisions
- Attended various in-service trainings in the human service field

SKILLS

- Used SEMS and KRONOS programs, in order to work the hourly time system, and arrange for a substitute
- Proficient in Microsoft Software Package

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- CPR/First Aid Certified
- Sitting for the PHR exam