



BRENTWOOD CAREER CENTER DECEMBER



CLOSED MONDAY DEC 25TH
Computer & Fax Available until 4:45 pm
HOURS 8:30 AM-5:00 PM
CLOSED 12NOON-1PM DAILY
281 Pine Street
Brentwood, CA 94513
(925) 634-2195
Register at: www.caljobs.ca.gov
Visit our Website: www.eastbayworks.com

NOT SURE WHERE TO START?

Come to **Career Center Services Orientation!**
Tuesday, December 12th ~ 9am-10:00am

Servicios del Centro de Carreras en Español
Martes, TBA ~ 11:00am-12:00pm

If you are... YOUTH (16-24) ♦ VETERAN ♦ SENIOR

~ Please arrive **15 minutes early** to all workshops ~

We offer:

- Career assessments ♦ Skill assessments ♦ Typing tests
- Possible paid job training via WIOA program
- On-site recruitments by employers who are hiring!
- OJTs (**O**n-the-**J**ob **T**raining for those who are eligible)

TOOLS

Basic Internet

Friday, 10:00 am-11:00 am
December 15th

Online Application

Friday, 10:00 am-12:00 pm
December 29th

Résumé review by Appt.

Thursday, December 21st
3:00-4:30pm (Appts. Close at 12 Noon)

WinWay Résumé

Loaded on computers in Resource Room. Bring flash drive. Be sure to upload your new resume to CalJOBS so employers can find you!

JOB SEARCH BASICS

Resume Basics

Tuesday, 9:00am- 10:30am
December 12th

Interview Techniques

Thursday, 9:00 am-10:30 am
TBA

CalJobs

Job-Search I Background Wizard
1st & 3rd Wednesday 10:00am — 11:30am

Job-Search II Virtual Recruiter
2nd & 4th Wednesday 10:00am-11:30am
Learn How to Develop Your Resume in Caljobs

VETERANS

Service Navigator (Concord Office)
(925) 671-4500

YOUTH

Leilani Villegas (Out of School Youth) ONLY
CONTRA COSTA COUNTY
OFFICE OF EDUCATION (CCCOE)
Mon & Wed ONLY
Call for appointment (925) 942-3309

SENIORS

Carol Archie, Program Coordinator
Senior Program, (55 & over)
Wed. Only (925) 753-3215
Drop-ins Welcome

ASSESSMENT CENTER

Tuesdays & Thursdays 10:00am-12noon (By APPT. ONLY)
Located at Liberty Adult Education, Room 16
(925) 634-2195

Typing Certificates- No cost, keyboarding test accepted by city, county and state agencies within the County. Certification received the same day.

Metrix- Online self-paced courses in Business IT, Manufacturing & Health Care Courses register online @ <http://eastbayworks.metrixlearning.com>

Key Train Basic Skills Assessment ~ required for WIOA program enrollment
Lessons & quizzes can help you raise your score Reading, math, & locating information

WorkKeys ~ Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential - by Invitation Only

**CENTER CLOSED DEC 7TH 8-1PM
& DEC 14TH ALL DAY**



*Seasons' Greeting & Happy
Holiday's from the Brentwood
Partner's & Staff*