

# BRENTWOOD CAREER CENTER

## FEBRUARY

Computer & Fax Available until 4:45 pm  
NEW HOURS 8:30 AM-5:00 PM MON-THUR

281 Pine Street  
Brentwood, CA 94513  
(925) 634-2195

Register at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)  
Visit our Website: [www.eastbayworks.com](http://www.eastbayworks.com)

### **NOT SURE WHERE TO START?**

Come to **Career Center Services Orientation!**  
Tuesday, February 13<sup>th</sup> ~ 9am-10:00am

**Servicios del Centro de Carreras en Español**  
Martes, February 13<sup>th</sup> ~ 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**

Thursday, 10:00 am-11:00 am  
February 8<sup>th</sup>

### **Online Application**

Thursday, 10:00 am-12:00 pm  
February 22<sup>nd</sup>

### **Résumé review by Appt.**

Thursday, February 15<sup>th</sup>  
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

### **Résumé Basics**

Tuesday, 9:00am- 10:30am  
February 13<sup>th</sup> & 27<sup>th</sup>

### **Interview Techniques**

Thursday, 9:00 am-10:30 am  
February 15<sup>th</sup>

### **CalJobs**

**Job-Search I** Background Wizard  
1<sup>st</sup> & 3<sup>rd</sup> Wednesday 10:00am — 11:30am

**Job-Search II** Virtual Recruiter  
2<sup>nd</sup> & 4<sup>th</sup> 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



**FEBRUARY 19<sup>TH</sup>  
PRESIDENT'S DAY  
CENTER CLOSED**