



# BRENTWOOD CAREER CENTER

## MAY

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

Register at: [www.caljobs.ca.gov](http://www.caljobs.ca.gov)

**HOURS** 8:30 AM-5:00 PM

Computer & Fax Available until 4:50P

**CLOSED MAY 29<sup>TH</sup>  
MEMORIAL DAY**

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

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

**Servicios del Centro de Carreras en Español**  
Martes, May 9<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**

Friday, 10:00 am-11:00 am  
May 12<sup>th</sup>

### **Online Application**

Friday, 10:00 am-12:00 pm  
May 26<sup>th</sup>

### **Résumé review by Appt.**

Thursday, May 18<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- 11:00am  
May 9<sup>th</sup> & 23<sup>rd</sup>

### **Interview Techniques**

Thursday, 9:00 am-11:00 am  
May 11<sup>th</sup> & 25<sup>th</sup>

### **Job-Connect Networking** (by invitation only)

3<sup>rd</sup> Thursday of Each Month  
2:00-3:30p

## **VETERANS**

Service Navigator (Antioch Office)

Call for Appt. (925) 706-4833

## **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 & Thursday 9: 00 am ~1:45 pm**  
Located at Liberty Adult Education, Rooms 16  
(925) 634-2565

### **KeyTrain Basic Skills Assessment** ~ required for WIOA program enrollment

Lessons & quizzes can help you raise your score Reading, math, & locating information.

### **WorkKeys** ~ 2<sup>nd</sup> Thursday of each Month- **By Appointment**

Proctored test to earn National Career Readiness Certificate (NCRC), a portable credential

### **Typing Certificates Walk-in Hours** Tuesdays & Thursday ONLY~9:00-1:30pm

In the event of a City, County or State job posting which requires a typing test, test will be scheduled by APPT. ONLY!

## **HOMELIFE SENIOR CARE**

**Thursday, May 4<sup>th</sup>, 10am SHARP**

Hiring for

Experience Care Givers

Positions available in CCC & Bay Area

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## **24/7 MED STAFF**

**Wed, May 17<sup>th</sup>, 10am SHARP**

Hiring for

LVN, CNA, Surgical Techs, MA's Occupational & Physical Therapist

**Bring your resume, dress for success & be prepared for an interview.**