



BRENTWOOD CAREER CENTER

August 2017

Computer & Fax Available until 4:50 pm
HOURS 8:30 AM-5:00 PM
 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, August 15th & 29th ~ 9am-10:00am

Servicios del Centro de Carreras en Español
 Martes, August 15th & 29th ~ 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
 August 11th

Online Application

Friday, 10:00 am-12:00 pm
 August 25th

Résumé review by Appt.

Thursday, August 17th
 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
 August 15th & 29th

Interview Techniques

Thursday, 9:00 am-11:00 am
 August 17th & 31st

CalJobs

Job-Search I Background Wizard
 & **II** Virtual Recruiter
 Friday 9:00am – 10:30am

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 9:30 am – 1:45 pm (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

ON-SITE RECRUITMENTS

24/7 MEDSTAFF

Wednesday, August 9th
10am Sharp

Locations in Antioch, Walnut Creek, Martinez, San Leandro
 Medical Assistant, Occupational & Physical Therapist, LVN, & CNA positions available.

Minimum Hiring Standards
 Must be certified or licensed

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