



BRENTWOOD CAREER CENTER September 2017

Closed Labor Day, Monday Sept. 4th
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, September 12th & 26th ~ 9am-10:00am

Servicios del Centro de Carreras en Español
Martes, September 12th & 26th ~ 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
September 8th

Online Application

Friday, 10:00 am-12:00 pm
September 22nd

Résumé review by Appt.

Thursday, September 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

Résumé Basics

Tuesday, 10:00am- 11:30am
September 12th & 26th

Interview Techniques

Thursday, 10:00 am-11:30 am
September 14th & 28th

CalJobs

Job-Search I Background Wizard
& **II** Virtual Recruiter
How to Develop Your Resume in Caljobs
Wednesday 10:00am – 11:30am

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 10:00am-12:30 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

CPS SECURITY

Thursday, Sept. 14th
10am -2pm

HIRING FOR SECURITY GUARDS

CAREER STRATEGIES

Thursday, Sept. 21st
10am -12pm

Customer Service, Leasing Agents, Maintenance
Bring your resume, dress for success & be prepared for an interview.