



# San Pablo Career Center DECEMBER 2017

Computers, Fax, & Copiers Shut Down @4:45pm  
**CLOSED** Thursday Dec. 7<sup>th</sup> morning for training (will open at 1:00 PM)  
**CLOSED** Thursday Dec. 14<sup>th</sup> for Training  
**CLOSED** Monday Dec. 25<sup>th</sup> For Christmas  
**HOURS** 8:30 AM-5:00 PM

2300 El Portal Drive, Suite B  
San Pablo CA 94806  
(510) 412-6740

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

## NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!

Wednesday December 20<sup>th</sup> at 10:00am

Let us know if you are...

YOUTH (16-24) ♦ VETERAN ♦ SENIOR

We have services just for you!

## We offer:

- Career assessments • Skill assessments • Typing tests
- Job training via WIOA program for those who are eligible
- On-site recruitments by employers who are hiring!
- OJTs (On-the-Job Training for those who are eligible)



### Career Club

Wednesdays  
10:00 am – 12:00 pm

### Career Pathways

Monday, December 11<sup>th</sup>  
2:00pm-3:30pm

### CalJOBS Resume Builder

Formatting your resume made simple!

### WinWay Résumé

Software installed on all computers!



### Select Staffing

Every Thursday!  
9:00-12:00 pm



### Interview Techniques

Thursdays, December 7<sup>th</sup> & 21<sup>st</sup>  
11:00am – 12:00pm

### Resume Review

~by appointment only~  
Fridays, December 8<sup>th</sup> & 22<sup>nd</sup>  
9:00am – 12:00pm

### Resume Writing Workshop

Fridays, December 1<sup>st</sup> & 15<sup>th</sup>  
10:00am – 11:00am

### PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE

**Wednesday, December 27<sup>th</sup>**  
9:00am-11:30am

### SENIORS

Donna Ikuta, (510) 412-6757

### VETERANS

CAREER CENTER SITE COORDINATOR  
DENNIS ROJAS, (510) 412-6743

### ENTREPRENEURS

Small Business Development Center  
<http://contracostasbdc.org/>

### YOUTH (16-24)

MAGDALENA MONTALVO  
(925) 942-3362

Contra Costa Office of Education

[MMONTALVO@CCCOE.K12.CA.US](mailto:MMONTALVO@CCCOE.K12.CA.US)

(for out-of-school & in-school youth)

### Youth Program Orientation

Wednesday, Dec 6<sup>th</sup> & 20<sup>th</sup>  
3:00-4:00 pm

## ASSESSMENT CENTER

Mondays & Wednesdays 9:00am – 12:00pm

*See Assessment Center calendar for dates and times*

**KeyTrain Basic Skills Assessment** – required for WIOA program enrollment\*  
Reading, math, locating information. Lessons & quizzes can help you raise your score.

### Jackson Vocational Interest Survey (JVIS) –

Education/career planning tool. Provides a detailed snapshot of how interests relate to employment



### Typing Certificates - Walk in's Welcome

Wednesdays - 2:30 pm– 4:30pm    Fridays - 9:00 am -12:00 pm

## ON-SITE RECRUITMENTS



December 13<sup>th</sup> 10:30-12 pm

Positions Available

Customer Service,

Store Support, Freight Receiving,

Cashier, and Merchandising Associates