



San Pablo Career Center DECEMBER 2017

Computers, Fax, & Copiers Shut Down @4:45pm
CLOSED Thursday Dec. 7th morning for training (will open at 1:00 PM)
CLOSED Thursday Dec. 14th for Training
CLOSED Monday Dec. 25th 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

NOT SURE WHERE TO START?

Come to **Career Center Services** orientation!

Wednesday December 20th 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 11th
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 7th & 21st
11:00am – 12:00pm

Resume Review

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

Resume Writing Workshop

Fridays, December 1st & 15th
10:00am – 11:00am

PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE

Wednesday, December 27th
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

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

Youth Program Orientation

Wednesday, Dec 6th & 20th
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 13th 10:30-12 pm

Positions Available

Customer Service,

Store Support, Freight Receiving,

Cashier, and Merchandising Associates