



# San Pablo Career Center MAY

Computers, Fax, & Copiers  
Shut Down @ 3:45pm  
**CENTER CLOSURE**  
**THURSDAY, MAY 24<sup>TH</sup>**

**CLOSED FRIDAYS**  
Monday thru Thursday  
**HOURS 10:00 AM-4:00 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 Club**  
Every Wednesday 10:00 am

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
- On-site recruitments by employers who are hiring!

### **Career Club**

Every Wednesday  
10:00 am – 12:00 pm



### **Basic Computer Class**

Tuesdays, May 8<sup>th</sup> & 15<sup>th</sup>  
10:00 am – 12:00 pm

### **Interview Techniques**

Thursdays, May 3<sup>rd</sup> & 17<sup>th</sup>  
10:00 am – 11:00 am

### **Resume Review**

Thursdays, May 10<sup>th</sup> & 24<sup>th</sup>  
10:00 am – 12:00 pm

### **Resume Workshop**

Thursdays, May 3<sup>rd</sup> & 17<sup>th</sup>  
11:00 am – 12:00 pm

### **CalJOBS Resume Builder**

Formatting your resume made simple!

**IF YOU WANT  
TO GO FAST,  
GO ALONE.**

**IF YOU WANT  
TO GO FAR,  
GO TOGETHER.**

### **WinWay Resume**

Software installed on all computers!



## **Thank You**

### **PERSONS WITH DISABILITIES**

DEPARTMENT OF REHABILITATION REPRESENTATIVE  
(510) 232-7062

### **SENIORS**

Jill Binker (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)

## **ASSESSMENT CENTER**

**Mondays & Wednesdays 10:00am 12:00pm**

See Assessment Center calendar for dates and times

**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**

### **NEW HOURS**

**Wednesdays - 10:00 am – 12:00 pm**

**Our Career Center of San Pablo will permanently close  
Thursday, May 24<sup>th</sup> 2018.**



## **IMPORTANT**

**Our Center will permanently  
CLOSE**

**May 24<sup>th</sup> 2018.**



**“Those People Who Tried To Bury You  
Didn't Realize You Were A Seed”  
Shout Out To Those Growing Through  
Concrete.**