



# 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@CCC OE.K12.CA.US](mailto:MMONTALVO@CCC OE.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.