



SAN PABLO CAREER CENTER November

CLOSED
 November 10th *Veterans Day*
 November 23rd & 24th *Thanksgiving*
 Computers, Fax, & Copiers Shut Down @4:45pm

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!

Mondays November 6th & 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 Pathways

Monday, November 13th
 2:00pm-3:30pm

NEW! Career Club

Wednesdays
 10:00 am – 12:00 pm

Basic Computer Class

Dates and Times to be Announced

CalJOBS Resume Builder

Formatting your resume made simple

WinWay Résumé

Software installed on all computers

Interview Techniques

Thursdays, November 2nd & 16th
 11:00am – 12:00pm

Resume Review

~by appointment only~

Cancelled Due To Holidays

Resume Writing Workshop

Fridays, November 3rd & 17th
 10:00am – 11:00am

PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE

Wednesday, November 29th
 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)

EDMUND ARNOLD, (925) 942-3363

Contra Costa Office of Education

earnold@ccee.k12.ca.us

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



We salute the brave men and women who served in previous wars and who are serving today.

ASSESSMENT CENTER

Mondays & Wednesdays 9:00 am – 12:00 pm

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 -12:00pm

ON-SITE RECRUITMENTS

Smart & Final

November 1st 10:00am – 2:00pm

Select Staffing

Every Thursday 9:00am – 3:00pm

More Jobs to be announced!

