



# San Pablo Career Center February



**Computers, Fax, & Copiers  
Shut Down @3:45pm**

CLOSED Monday,  
February 19<sup>th</sup>

CLOSED on Friday,  
Feb. 9<sup>th</sup> & 23<sup>rd</sup> @ 12:00 pm

**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 Center Services** orientation!

**Wednesday February 21<sup>st</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)



### Select Staffing

**Every Tuesday & Thursday**

Tuesday 1:00 pm – 3:00 pm

Thursday 10:00 am – 3:00 pm

### CalJOBS Resume Builder

Formatting your resume made simple!

### WinWay Resume

Software installed on all computers!

### Career Club

Wednesdays

10:00 am – 12:00 pm

### Interview Techniques

Thursdays, February 1<sup>st</sup> & 15<sup>th</sup>

11:00 am – 12:00 pm

### Resume Review

~by appointment only~

Fridays, February 9<sup>th</sup> & 23<sup>th</sup>

10:00 am – 12:00 pm

### Resume Writing Workshop

Fridays, February 2<sup>nd</sup> & 16<sup>th</sup>

10:00 am – 11:00 am



### PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE

**Wednesday, February 28<sup>th</sup>**

**10:00am-11:30am**

### 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)

### Youth Program Orientation

Wednesday, Feb 7<sup>th</sup> & 21<sup>st</sup>

3:00-4:00 pm

## ASSESSMENT CENTER

**Mondays & Wednesdays 10:00am 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 (JV IS)** –

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

**Typing Certificates - Walk in's Welcome**

**NEW HOURS**

**Wednesdays - 2:00 pm– 3:30pm Fridays - 10:00 am -12:00 pm**



## ON-SITE RECRUITMENTS



### Select Staffing

**Every Tuesday & Thursday**

**Tuesday 1:00 pm-3:00 pm &**

**Thursday 10:00 am-3:00 pm**

**More Jobs to be announced!**