



San Pablo Career Center October

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 October 9th & 23th 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, October 9th
2:00pm-3:30pm

Career Club

Wednesdays
10:00 am – 12:00 pm

Basic Computer Class

Mondays & Wednesdays
1:00 pm – 2:30pm

CalJOBS Resume Builder

Formatting your resume made simple

WinWay Résumé

Software installed on all computers



Interview Techniques

Thursdays, October 5th & 19th
11:00am – 12:00pm

Resume Review

~by appointment only~
Fridays, October 13th & 27th
9:00am – 12:00pm

Resume Writing Workshop

Fridays, October 15th & 29th
10:00am – 11:00am



PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE

Wednesday, October 25th
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@cccoe.k12.ca.us
(for out-of-school & in-school youth)

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

Basic Computer Class

Mondays & Wednesdays - 1:00 pm – 2:30 pm

ON-SITE RECRUITMENTS



To be Announced.

