



# SAN PABLO CAREER CENTER September 2017

**CLOSED Monday Sept 4<sup>th</sup> for Labor Day**

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](http://www.caljobs.ca.gov)

## **NOT SURE WHERE TO START?**

Come to **Career Center Services** orientation!

Mondays September 11<sup>th</sup> & 25<sup>th</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)

### **Career Pathways**

Monday, September 11<sup>th</sup>  
2:00pm-3:30pm

### **NEW! Career Club**

Wednesdays  
10:00 am – 12:00 pm September

### **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, September 7<sup>th</sup> & 21<sup>st</sup>  
11:00am – 12:00pm

### **Resume Review**

~by appointment only~  
Fridays, September 8<sup>th</sup> & 22<sup>nd</sup>  
9:00am – 12:00pm

### **Resume Writing Workshop**

Fridays, September 1<sup>st</sup> & 15<sup>th</sup>  
10:00am – 11:00am



### **PERSONS WITH DISABILITIES**

DEPARTMENT OF REHABILITATION REPRESENTATIVE

Wednesday, September 27<sup>th</sup>  
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](mailto:earnold@cccoe.k12.ca.us)  
(for out-of-school & in-school youth)

## **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– 5:00pm Fridays - 9:00 am -12:00pm**

## **ON-SITE RECRUITMENTS**



**To be Announced**