



# San Pablo Career Center January

**Computers, Fax, & Copiers Shut Down @3:45pm**  
**CLOSED Monday January 1<sup>st</sup>**  
**CLOSED Monday January 15<sup>th</sup>**  
**CLOSED Friday January 12<sup>th</sup> 12-4 pm**  
**CLOSED Friday January 26<sup>th</sup> 12-4 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 January 17<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)



**Select Staffing**  
Every Thursday!  
10:00 am-3:00 pm

**Career Club**  
Wednesdays  
10:00 am — 12:00 pm

**CalJOBS Resume Builder**  
Formatting your resume made simple!

**WinWay Resume**  
Software installed on all computers!

**Interview Techniques**  
Thursdays, January 4<sup>th</sup> & 18<sup>th</sup>  
11:00 am — 12:00 pm

**Resume Review**  
~by appointment only~  
Fridays, January 12<sup>th</sup> & 26<sup>th</sup>  
10:00 am — 12:00 pm

**Resume Writing Workshop**  
Fridays, January 5<sup>th</sup> & 19<sup>th</sup>  
10:00 am — 11:00 am



## PERSONS WITH DISABILITIES

DEPARTMENT OF REHABILITATION REPRESENTATIVE  
**Wednesday, January 31<sup>st</sup>**  
**10:00am-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)

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, Jan 3<sup>rd</sup> & 17<sup>th</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 (JVIS)** —  
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 Thursday  
10:00 am-3:00 pm

**More Jobs to be announced!**