



Loudoun Workforce Resource Center

102 Heritage Way, N.E., 1st Floor
 P. O. Box 7400
 Leesburg, VA 20177-7400
 (703) 777-0150 (Voice)
 711 (VA Relay)

www.loudoun.gov/wrc



Hours of Operation:

Monday, Tuesday, Thursday, Friday
 9:00am - 4:30pm

Wednesday 9:00am - 12:00noon

1st Fri - WRC Opens at 1:00pm

Meet the Employer Events On-site Recruiting

High Sierra Pools
 Monday, 4/24/17
 9:30 am-12:00 noon

Manpower
 Thursday, 4/27/17
 10:30 am-12:00 noon

April 2017

Mon	Tue	Wed	Thu	Fri
3 Word Basic Full-Day 9:00 am - 4:00 pm DARS Rep. 10:00 am - 2:00 pm	4 Resume Critique Walk-in from 9:00 am - 11:50 am So You Think You Can Interview? 10:00 am - 12:00 noon Click & Drag 1:00 pm - 4:00 pm Successful Phone Interviewing 2:00 pm - 3:30 pm	5 Your Transferable Skills 9:00 am - 11:00 am CLOSE @ 12:00 noon	6 Resume Critique Walk-in from 9:00 am - 11:50 am Excel Basic 9:00 am - 4:00 pm Older Workers & Job Search 10:00 am - 12:30 pm Orientation to Center Services 2:00 pm - 3:00 pm	7 OPEN AT 1:00 PM
10 PowerPoint Basic 9:00 am - 4:00 pm Youth WIOA Orientation *By Appointment	11 Resume Critique Walk-in from 9:00 am - 11:50 am Excel Basic 9:00 am - 4:00 pm Mock Interview 12:30 pm - 4:00 pm	12 "SCAR-Q - Discover Your Competencies" 10:00 am - 12:00 noon CLOSE @ 12:00 noon	13 30 Second Commercial - "So Tell Me About Yourself" 9:00 am - 11:30 am Resume Critique Walk-in from 9:00 am - 11:50 am Networking Fundamentals 1:00 pm - 2:30 pm	14 Resume Writing 101 9:00 am - 1:00 pm WIOA Screening *By Appointment
17	18 Resume Critique Walk-in from 9:00 am - 11:50 am Word Basic Half-Day 9:30 am - 12:00 noon Social Media & Job Search 10:00 am - 12:00 noon	19 Navigating LinkedIn for New Users 9:30 am - 11:30 am Youth WIOA Orientation *By Appointment CLOSE @ 12:00 noon	20 Resume Critique Walk-in from 9:00 am - 11:50 am Negotiate Your Best Offer 10:00 am - 11:30 am Practice! Practice! Practice! 1:00 pm - 3:00 pm Necessary Skills to Get the Job (presented by DARS) 1:00 pm - 2:30 pm	21 Professional Resume Writing 9:00 am - 3:00 pm
24	25 Resume Critique Walk-in from 9:00 am - 11:50 am Strategizing Your Job Search 10:00 am - 12:00 noon	26 CLOSE @ 12:00 noon	27 Resume Critique Walk-in from 9:00 am - 11:50 am Mock Interview 9:00 am - 12:30 pm Career Connections (Employer Panel Group) 9:00 am <u>Registration required</u>	28 Resume Writing 101 12:30 pm - 4:00 pm WIOA Screening *By Appointment

Have you used the Loudoun Workforce Center for your employment needs and become recently employed?
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 Please contact our office and ask about our monthly drawing so we can share in your success!!

Workshops are offered at NO COST. However, **Pre-Registration is Required.** To register please visit: www.loudoun.gov/wrcworkshops

If you require a reasonable accommodation for any type of disability in order to participate in Loudoun Workforce Resource Center services, please contact the Center at 703-777-0150. Three business days advance notice is requested.



Partner Contacts

Crossroads Jobs, Inc. ~ Crossroads Jobs is a free employment service, connecting capable applicants with market-place jobs. Carol Smith ~ 703-771-4112

Department of Aging and Rehabilitative Services (DARS) ~ In partnership with people with disabilities and their families, the Virginia Division of Rehabilitative Services collaborates with the public and private sectors to provide and advocate for the highest quality services that empower individuals with disabilities to maximize their employment, independence and full inclusion into society. ~ Loudoun Office, Sarah McCarty ~ 703-771-4775

Department of Veteran's Services ~ The Department of Veterans Services (DVS) is organized into six service delivery sections - benefits, veterans education, care centers, veterans cemeteries, the Virginia War Memorial, and the Virginia Wounded Warrior Program. Vieng Siklar, ~ 703-359-1210

Job Link, Loudoun County Community Services Board ~ Job coaches provide one-on-one assistance with finding and keeping regular jobs in the community. Sara Westfall ~ 703-777-0562

Loudoun County Public Schools, Adult Education ~ LCPS Adult Education provides educational opportunities for adults who wish to acquire competencies necessary for further education, employment, or personal enrichment. Carolyn Ortega ~ 571-252-2119

Northern Virginia Community College ~ NVCC is a comprehensive institution of higher learning offering programs of instruction generally extending not more than two years beyond the high school level. Esther Perantoni ~ 703-450-2551

Northern Virginia Resource Center for Deaf and Hard of Hearing Persons ~ The Center serves deaf and hard of hearing people and their families, friends, co-workers, employers, and business and government agencies that serve deaf and hard of hearing people. 703-444-0101 or 703-430-2906 (TTY only) ~ nvrcloudoun@aol.com

Ticket to Work ~ A Social Security Administration program designed to provide employment related assistance to SSDI and SSI beneficiaries who are between the ages of 18 and 64. Contact Shannan Butler for appointment ~703-752-1606 ~ shannan.butler@myskillsource.org

Transit & Commuter Services: Loudoun County Department of Transportation & Capital Infrastructure ~ The Transit & Commuter Services team offers helpful information to residents, employers, and individuals traveling to work in Loudoun County. 1-877-GO-LCBUS or 703-771-5665

Virginia Employment Commission ~ Alexandria-703-813-1300/Prince William-703-897-0407/Winchester-540-722-3415

Virginia Job Corps ~ Job Corps is a no-cost education and vocational training program administered by the U.S. Department of Labor that helps young people ages 16 through 24 improve the quality of their lives through vocational and academic training. 1-800-733-JOBS or contact the Alexandria office ~ 703-671-5300

Youth WIOA Program ~ The WIOA Program helps youth ages 17-24 to gain the skills needed to succeed in the workforce through career development and educational support. Fariyah Kuraishi ~ 571-385-9672

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