



LOUDOUN WORKFORCE RESOURCE CENTER



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



Hours of Operation:

Monday, Tuesday, Thursday, Friday  
9:00am - 4:30pm  
Wednesday 9:00am - 12:00noon  
[www.loudoun.gov/wrc](http://www.loudoun.gov/wrc)  
[wrc@loudoun.gov](mailto:wrc@loudoun.gov)

## February 2019

| Meet the Employer Events<br><u>On-site Recruiting</u>  | Mon  | Tue  | Wed  | Thu  | Fri  |
|--|--|--|--|--|--|
| <p><b>Manpower</b><br/><b>Monday, 02/19/19</b><br/><b>9:30 am-12:00 noon</b></p> <div style="border: 1px solid blue; padding: 5px; margin-top: 10px;"> <p><b>Incident Weather Policy</b><br/>Events and workshops will operate on the same schedule as the Loudoun County Public Schools (LCPS). If LCPS are on a 2-hour delay or canceled, workshops and events are canceled. Please call 703-777-0150 ahead of time to see if the Workforce Resource Center is open.</p> </div> <div style="background-color: #e0e0e0; padding: 5px; margin-top: 10px;"> <p>Workshops are offered at NO COST. However, <b>Pre-Registration is Required.</b> To register please visit: <a href="http://www.loudoun.gov/wrcworkshops">www.loudoun.gov/wrcworkshops</a></p> </div> <p>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.</p> | <div style="border: 2px solid magenta; padding: 10px; display: inline-block;"> <p>Have you used the Loudoun Workforce Center for your employment needs and become recently employed?<br/>~<br/>Please contact our office so we can share in your success!!</p> </div> <p style="color: blue; margin-top: 10px;">*Registration Required:<br/><a href="http://www.loudoun.gov/wrcworkshops">www.loudoun.gov/wrcworkshops</a></p> |  |  |  | <p>1</p> <p>WIOA Screening<br/>*By Appointment</p>   |
|  | <p><b>4</b><br/>Is WIOA Right for You?<br/>10:00 am - 11:00 am<br/><a href="#">*Registration Required</a></p>  | <p><b>5</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>So You Think You Can Interview?<br/>10:00 am - 12:00 noon</p> <p>Orientation to Center Services - English<br/>2:00 pm - 3:00 pm</p> | <p><b>6</b><br/>Strategize Your Job Search<br/>9:30 am - 11:30 am</p> <p>Youth WIOA Info Session<br/>*By Appointment</p> <p style="color: red;">CLOSE @ 12:00 noon</p> | <p><b>7</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Orientation to Center Services - Spanish<br/>10:00 am - 11:00 am</p> <p>30 Second Commercial - "So Tell Me About Yourself"<br/>10:00 am - 12:30 pm</p> <p>Networking Fundamentals<br/>2:00 pm - 3:30 pm</p> | <p><b>8</b><br/>Resume Writing 101<br/>9:00 am - 1:00 pm</p> <p>WIOA Screening<br/>*By Appointment</p> |
|  | <p><b>11</b><br/>Successful Phone Interviewing<br/>10:00 am - 11:30 am</p> <p>DARS Rep.<br/>10:00 am - 2:00 pm</p> <p>"SCAR-Q - Discover Your Competencies"<br/>1:30 pm - 3:30 pm</p>  | <p><b>12</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Controlling My Time<br/>10:00 am - 11:30 am</p>  | <p><b>13</b><br/>Navigating LinkedIn for New Users<br/>9:30 am - 11:30 am</p> <p style="color: red;">CLOSE @ 12:00 noon</p>  | <p><b>14</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Mock Interview<br/>9:00 am - 12:30 pm</p>   | <p><b>15</b></p> <p>WIOA Screening<br/>*By Appointment</p>   |
|  | <div style="text-align: center;">  <p><b>Closed</b><br/><b>Presidents Day</b><br/><b>Holiday</b></p> </div>   | <p><b>19</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Word Basic Half-Day<br/>9:30 am - 12:00 noon</p> <p>Mock Interview<br/>11:00 am - 3:30 pm</p>                                      | <p><b>20</b></p> <p style="color: red;">CLOSE @ 12:00 noon</p>   | <p><b>21</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Outlook Basic<br/>9:00 am - 4:00 pm</p>  | <p><b>22</b><br/>Excel Basic<br/>9:00 am - 4:00 pm</p> <p>WIOA Screening<br/>*By Appointment</p>       |
|  | <p><b>25</b><br/>Word Basic Full Day<br/>9:00 am - 4:00 pm</p> <p>Is WIOA Right for You?<br/>2:00 pm - 3:00 pm<br/><a href="#">*Registration Required</a></p> <p>Youth WIOA Info Session<br/>*By Appointment</p>   | <p><b>26</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Resume Writing 101<br/>9:00 am - 1:00 pm</p>   | <p><b>27</b><br/>LinkedIn Profile Check Up<br/>9:30 am - 11:30 am</p> <p style="color: red;">CLOSE @ 12:00 noon</p>  | <p><b>28</b><br/>Resume Critique Walk-in from<br/>9:00 am - 12:00 noon</p> <p>Excel Basic<br/>9:00 am - 4:00 pm</p>  |  |



## **Loudoun Workforce Resource Center**

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## **Partner Contacts**

**Crossroads Jobs, Inc.** ~ Crossroads Jobs is a free employment service, connecting capable applicants with marketplace 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 ~ 703-771-4775**

**Job Link, Loudoun County Community Services Board** ~ Job coaches provide one-on-one assistance to individuals with disabilities 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 Solares ~ 571-252-1393**

**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**

**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. To schedule an appointment please contact ~ **703-827-3782**

**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 Employment Commission - Veterans Services** ~ Veterans, Disabled Veterans and Businesses are eligible to receive employment services. Veteran Services are provided by a network of professional Workforce Services Representatives, Disabled Veteran Outreach Specialists and Local Veteran Employment Representatives. ~ **Cynthia Prospers ~ 757-812-8210 or [cynthia.prospers@vec.virginia.gov](mailto:cynthia.prospers@vec.virginia.gov)**

**Virginia Financial Success Network** ~ The VFSN is open to any adult enrolled in the WIOA Program. Participants will benefit from individual financial coaching, budgeting, and financial educations. Please contact the Financial Coach, **Tisha Chase**, with questions ~ [tisha.chase@myskillsource.org](mailto:tisha.chase@myskillsource.org) ~ **703-474-8276**

**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**