



**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](http://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**

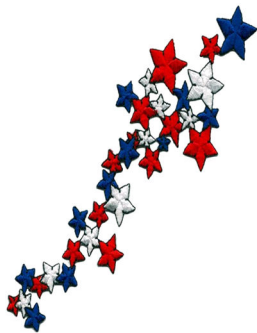
North Spring Behavioral  
 Healthcare  
 Thursday, 7/6/16  
 9:30 am-12:00 noon

APlus Sunoco  
 Thursday, 7/6/16  
 1:30 pm-4:00 pm

Piedmont Airlines  
 Thursday, 7/13/16  
 9:30 am-4:00 pm

Comfort Keepers  
 Monday, 7/17/17  
 9:30 am-12:00 noon

Comfort Keepers  
 Monday, 7/31/17  
 9:30 am-12:00 noon



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

**July 2017**

Mon	Tue	Wed	Thu	Fri
3 <b>CLOSED</b> <b>4th OF JULY</b> <b>HOLIDAY</b>	4 <b>CLOSED</b> <b>4th OF JULY</b> 	5 <b>CLOSE @ 12:00 noon</b>	6 Resume Critique Walk-in from 9:00 am - 11:50 am	7 <b>OPEN AT 1:00 PM</b>
10 Excel Basic 9:00 am - 4:00 pm  DARS Rep. 10:00 am - 2:00 pm  Youth WIOA Orientation <b>*By Appointment</b>	11 Resume Critique Walk-in from 9:00 am - 11:50 am  30 Second Commercial - "So Tell Me About Yourself" 10:00 am - 12:30 pm  Mouse & Keyboard Basics 1:00 pm - 4:00 pm  VEC Veteran Rep. 1:00 pm - 4:00 pm	12 Orientation to Center Services 10:00 am - 11:00 am  <b>CLOSE @ 12:00 noon</b>	13 Resume Critique Walk-in from 9:00 am - 11:50 am  Mock Interview 9:00 am - 12:30 pm  Word Basic Full-Day 9:00 am - 4:00 pm  WIOA Program Information Session 2:00 pm - 3:00 pm <b>*Registration Required</b>	14 Resume Writing 101 9:00 am - 1:00 pm
17 PowerPoint Basic 9:00 am - 4:00 pm	18 Resume Critique Walk-in from 9:00 am - 11:50 am  Word Basic Half-Day 9:30 am - 12:00 noon  Mock Interview 12:30 pm - 4:00 pm  Youth WIOA Orientation <b>*By Appointment</b>	19 Navigating LinkedIn for New Users 9:30 am - 11:30 am  Necessary Skills to Get the Job (presented by DARS) 10:00 am - 12:00 noon  <b>CLOSE @ 12:00 noon</b>	20 <a href="#">GED Placement Testing - 9:00 am</a> <a href="#">Registration Required</a> <a href="tel:571-252-1393">571-252-1393</a>  Resume Critique Walk-in from 9:00 am - 11:50 am	21 Excel Basic 9:00 am - 4:00 pm
24	25 Resume Critique Walk-in from 9:00 am - 11:50 am  <b>NEW!</b> Introduction to QuickBooks 9:00 am - 1:00 pm  Your Transferable Skills 10:00 am - 12:00 noon  VEC Veteran Rep. 1:00 pm - 4:00 pm	26 Successful Phone Interviewing 10:00 am - 11:30 am  <b>CLOSE @ 12:00 noon</b>	27 Resume Critique Walk-in from 9:00 am - 11:50 am	28 Resume Writing 101 12:30 pm - 4:00 pm

31

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

**\*Registration Required:**  
[www.loudoun.gov/wrcworkshops](http://www.loudoun.gov/wrcworkshops)



## **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

**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

**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 Eliza Chappell for appointment ~703-752-1606 [eliza.chappell@myskillsource.org](mailto:eliza.chappell@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 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. Ashley Moslak ~ 571-814-0320 or [ashley.moslak@vec.virginia.gov](mailto:ashley.moslak@vec.virginia.gov)

**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

### **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](http://www.loudoun.gov/wrc)