

# Manassas SkillSource Career Services Center

[www.myskillsource.org](http://www.myskillsource.org)

6901 Sudley Road, Parish Hall Room 204, Manassas, VA 20109

(OFFICE) 703-530-3073 (Email) [karla.quiroz@myskillsource.org](mailto:karla.quiroz@myskillsource.org)

Hours of Operation: Monday By Appointment Only

Tuesday through Wednesday 8:30am-5:00pm (The center is closed 1-2pm for lunch)

Thursday: 1:00pm-5pm & Fridays: 8:30am-1:00pm

## May 2017



Monday	Tuesday	Wednesday	Thursday	Friday	
1	2	3	4 Center Opens at 1:00pm	5 Drop In Resume Review Center closes at 1:00 pm	<b>PARTNERS</b>  SkillSource Group Center Manager Karla Quiroz 703-530-3073  Workforce Innovation and Opportunity Act (WIOA) 703-530-3073 Youth WIOA Kenia Larin 571-385-9681  National Council on Aging Call for an appointment Kristi Sargent 571-635-4027 ext100  Virginia Employment Commission 703-897-0407  DARS Mark Fletcher 703-335-5550  Job Corps 703-586-6544  Prince William County Public Schools Adult Education Program 703-791-7357  Northern Virginia Community College Director, Contract Training 703-323-4276  Ticket to Work Lauren Parker 703-752-1606
8 Center open by appointment only	9	10 Introduction to Computers and Job Search 10am – 12pm	11 Center Opens at 1:00pm	12 Drop In Resume Review  Center closes at 1:00 pm	
15 Center open by appointment only	16	17 T-Mobile Hiring Event 10am – 1pm	18 Center Opens at 1:00pm  WIOA Youth Orientation Registration required 2:00pm-4:00pm	19 Drop In Resume Review  Center closes at 1:00 pm	
22 Center open by appointment only	23 Resume Writing Workshop 10am-12pm	24	25 Center Opens at 1:00pm	26 Drop In Resume Review  Center closes at 1:00 pm	
29 Center closed  	30	31 Introduccion a la Computadora y Busqueda de Trabajo 10am-12pm			

## FREE JOB READINESS WEBINARS

Please register for **How to Write an Effective Resume** on May 9, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/8254174908712022531>

Learn how to:

- Catch an employer's eye
- Be conspicuous in a crowd
- Highlight skills and accomplishments

Please register for **A Job Seekers Guide to Managing a Career** on May 17, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/7367482552585104643>

Learn tips on how to:

- Assess yourself
- Create a plan & set goals
- Expand your skills
- Job search techniques

Please register for **The Art of Interviewing** on May 19, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/6240900948533276419>

- Sharpen your job hunting skills
- Use new techniques to engage an interviewer
- Determine if the job is a good fit for you

Please register for **Job Loss Survival Guide** on May 24, 2017 9:00 AM EDT at:

<https://attendee.gotowebinar.com/register/3968342355315629059>

Learn about the 4 'R's':

- Reframing
- Resume writing
- Relationships
- Resources

Resume, Interview and Job Seekers Guide webinars are offered by Employment Specialists of the Fairfax County Department of Family Services. Webinars can be easily accessed online from any location. They contain tips and suggestions to improve your skills. Live instructors are available during the presentations providing with the opportunity to make questions. You may also request a printed guide upon completion. Please contact any of the SkillSource Centers staff to get assistance with the registration.

System Requirements for Webinars: PC-based attendees: Windows® 8, 7, Vista, XP, or 2003 Server; Mac®-based attendees: Mac OS® X 10.6 or newer; Mobile attendees: iPhone®, iPad®, Android™ phone, or Android tablet.

**Workforce Innovation and Opportunity Act** - The Workforce Investment Act program can assist eligible adults with employment and training services. To learn more about the program and to schedule an intake meeting, please visit [www.myskillsource.org](http://www.myskillsource.org) then click on 'For WIOA Applicants', and follow the instructions. For additional assistance contact [Karla.quiroz@myskillsource.org](mailto:Karla.quiroz@myskillsource.org).

**Workforce Innovation and Opportunity Act (WIOA) Youth Program** - Are you between the ages of 17-24? Do you need help with your career and educational goals? Come learn about our Workforce Innovation and Opportunity Act (WIOA) Youth Program and see if you are eligible for free career and educational assistance. Visit <http://www.myskillsource.org/page/id/38/youth> for helpful documents to bring. (Registration requested)

**NCOA** - National Council on Aging Are you unemployed, need training, and live in Northern Virginia? If you are 55 or older you can refresh your job skills and re-enter the workforce. NCOA trains low-income older adults through their Senior Community Service Employment (SCSEP) Program. You earn an income while you expand your skills through on the job training.