



## 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

Home Helpers  
 Thursday, 11/2/17  
 9:30 am-12:00 noon

LCPS Transportation  
**Information Session**  
 Friday, 11/17/17  
 10:00 am

Please visit our website for the  
 most current event information  
[www.loudoun.gov/wrc](http://www.loudoun.gov/wrc)



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.

## November 2017

Mon	Tue	Wed	Thu	Fri
<p><b>*Registration Required:</b>  <a href="http://www.loudoun.gov/wrcworkshops">www.loudoun.gov/wrcworkshops</a></p> <div style="border: 2px solid yellow; padding: 5px; text-align: center;"> <p>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!!</p> </div>		<p><b>1</b>            Older Workers &amp; Job Search            9:00 am - 11:30 am   <b>CLOSE @ 12:00 noon</b></p>	<p><b>2</b>            Resume Critique Walk-in from            9:00 am - 11:50 am             Mock Interview            9:00 am - 12:30 pm             Excel Basic            9:00 am - 4:00 pm</p>	<p><b>3</b>   <b>OPEN AT 1:00 PM</b>             Resume Writing 101            1:00 pm - 4:30 pm             Is WIOA Right For You?            2:00 pm - 3:00 pm  <b>*Registration Required</b></p>
<p><b>6</b>            WIOA Screening Walk-in            9:00 am - 11:50 am             Word Basic Full-Day            9:00 am - 4:00 pm             DARS Rep.            10:00 am - 2:00 pm             Youth WIOA Orientation  <b>*By Appointment</b></p>	<p><b>7</b>            Resume Critique Walk-in from            9:00 am - 11:50 am             Play Nice - Getting Along with Your Co-Workers            10:00 am - 12:00 noon             Mouse &amp; Keyboard Basics            1:00 pm - 4:00 pm             Orientation to Center Services            2:00 pm - 3:00 pm</p>	<p><b>8</b>            Successful Phone Interviewing            10:00 am - 11:30 am   <b>CLOSE @ 12:00 noon</b></p>	<p><b>9</b>            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             Job Seeker's Support Group            11:00 am - 12:30 pm             Networking Fundamentals            2:00 pm - 3:30 pm</p>	<p><b>10</b>      <b>CLOSED VETERAN DAY HOLIDAY</b></p>
<p><b>13</b>            WIOA Screening Walk-in            9:00 am - 11:50 am             PowerPoint Basic            9:00 am - 4:00 pm             Deaf &amp; Hard of Hearing Rep.            1:00 pm - 3:30 pm</p>	<p><b>14</b>            Resume Critique Walk-in from            9:00 am - 11:50 am             Excel Basic            9:00 am - 4:00 pm             "SCAR-Q - Discover Your Competencies"            10:00 am - 12:00 noon             VEC Veteran Rep.            10:00 am - 3:00 pm</p>	<p><b>15</b>            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></p>	<p><b>16</b>            Resume Critique Walk-in from            9:00 am - 11:50 am   <a href="#">GED Placement Testing - 9:30 am</a>  <b>Registration Required</b>            571-252-1393             Job Search During the Holidays            1:00 pm - 3:00 pm</p>	<p><b>17</b>            Professional Resume Writing            9:00 am - 3:00 pm             Is WIOA Right For You?            10:00 am - 11:00 am  <b>*Registration Required</b>             Mock Interview            12:30 pm - 4:00 pm</p>
<p><b>20</b>            WIOA Screening Walk-in            9:00 am - 11:50 am             Youth WIOA Orientation  <b>*By Appointment</b></p>	<p><b>21</b>            Resume Critique Walk-in from            9:00 am - 11:50 am             Word Basic Half-Day            9:30 am - 12:00 noon</p>	<p><b>22</b>   <b>CLOSE @ 12:00 noon</b>  <b>THANKSGIVING HOLIDAY</b></p>	<p><b>23</b>   <b>CLOSED THANKSGIVING DAY HOLIDAY</b>   </p>	<p><b>24</b>   <b>CLOSED THANKSGIVING HOLIDAY</b></p>
<p><b>27</b>            WIOA Screening Walk-in            9:00 am - 11:50 am</p>	<p><b>28</b>            Resume Critique Walk-in from            9:00 am - 11:50 am             VEC Veteran Rep.            10:00 am - 3:00 pm</p>	<p><b>29</b>   <b>CLOSE @ 12:00 noon</b></p>	<p><b>30</b>            Resume Critique Walk-in from            9:00 am - 11:50 am             Job Seeker's Support Group            11:00 am - 12:30 pm</p>	



## 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 ~ 571-252-1393

**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. 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. Leah Carroll ~ 703-813-1300 or [leah.carroll@vec.virginia.gov](mailto:leah.carroll@vec.virginia.gov) ~ Jim Lauver ~ 703-813-1300 or [james.lauver@vec.virginia.gov](mailto:james.lauver@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

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