



Loudoun Workforce Resource Center

102 Heritage Way, N.E., 1st Floor
 Leesburg, VA 20176
 (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 - 12:30pm
1st Fri - WRC Opens at 1:00pm

PARTNER CONTACTS

Dept. of Rehabilitative Services
 (703) 771-4775

Disability Navigator
 Cheron Sutton-Brock
 (703) 970-3688

Virginia Employment Commission - Veteran's Employment Rep.
 Daphne Mize
 (540) 722-3415

NVRC for the Deaf and Hard of Hearing
 Joan Cassidy
joanassdy@aol.com

Loudoun County Adult Education
 Irene Riordan
 (571) 252-2119

Northern Virginia Community College
 Esther Perantoni
 (703) 450-2551

Youth Employment Community Transitions
 Tandi Hoffmann
 (703) 771-5315

Youth Workforce, CEO Program
 Christina Huie
 (703) 533-5731

Veteran's Claims Rep.
 Geoffrey White
 (540) 635-4201

Office of Transportation Services
 Judy Galen
 (703) 737-8044

OAD of Fairfax County Work Empowerment Program
 (703) 246-3150

March 2010

Mon	Tue	Wed	Thu	Fri
1 Job Club 10:00 am -11:30 am (2nd floor) Dell Learning Lab Time 9:00 am - 12:00noon	2 Excel Basic (Part A) 9:00 am-11:30 am MTE: FedEx Ground 10:00 am - 12:00 pm	3 Excel Basic (Part B) 9:00 am-11:30 am CLOSE @ 12:30pm	4 Resume Writing 101 9:00 am-1:00 pm WIA Orientation 10:00 am - 12:00 noon Resume Critique 1:30 pm - 3:00 pm	5 Vet. Claims Rep. 9:00 am-1:00 pm Dell Learning Lab Time 9:00 am - 12:00noon
8 NOVAGATE Orientation 10:00am Job Club 10:00 am -11:30 am (2nd floor) Dell Learning Lab Time 1:00 pm - 4:00 pm	9 Professional Resume Writing 9:30 am-1:30 pm MTE: ManPower Information sessions 10:30 am and 11:30 am	10 Interview Workshop 12:00 noon-2:00 pm CLOSE @ 12:30pm	11 WK/SD	12 OPEN AT 1:00 PM Dell Learning Lab Time 1:00 pm - 4:00 pm
15 The Successful Interview 9:00 am-11:00 am Windows XP 9:00 am-4:00 pm Job Club 10:00 am -11:30 am (2nd floor)	16 Word Basic 9:00 am-4:00 pm	17 Word Basic (Part A) 9:00 am-11:30 am CLOSE @ 12:30pm	18 Word Basic (Part B) 9:00 am-12:00 noon CSE 9:30 am-3:30 pm (2nd Floor) WIA Orientation 10:00 am - 12:00 noon Disability Navigator 10:00 am- 4:30 pm	19 WORKFORCE CENTER CLOSED ALL DAY
22 Job Club 10:00 am -11:30 am (2nd floor) Dell Learning Lab Time 9:00 am - 12:00noon	23 PowerPoint 9:00 am-4:00 pm MTE: FedEx Ground 10:00 am - 12:00 pm DRS Rep. 2:00 pm-4:00 pm	24 CLOSE @ 12:30pm WK/RJ	25 Resume Writing 101 9:00 am-1:00 pm Social Security 9:00 am-1:00 pm (2nd Floor) WIA Orientation 10:00 am - 12:00 noon NVRC Rep 10:00 am-12:00 noon Resume Critique 1:30 pm - 3:00 pm	26 Click "n" Drag 9:30 am-12:00 noon Vet. Claims Rep. 9:00 am-1:00 pm
29 Job Club 10:00 am -11:30 am (2nd floor) Dell Learning Lab Time 1:00 pm - 4:00 pm	30 Dell Learning Lab Time 9:00 am - 12:00noon	31 Excel Basic 9:00 am-4:00 pm CLOSE @ 12:30pm		

MTE = Meet The Employer event

**Let us share in your success! Give us a call or e-mail when you land that job!
 (703) 777-0150 ~ wrc@loudoun.gov**