



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



Hours of Operation:

Monday, Tuesday, Thursday, Friday
 9:00am - 4:30pm
 Wednesday 9:00am - 12:00noon
1st Fri - WRC Opens at 1:00pm

September 2017

Meet the Employer Events On-site Recruiting

Salon PS
 Tuesday, 9/5/17
 9:30 am-12:00 noon

Jimmy John's
 Tuesday, 9/5/17
 1:30 pm-4:00 pm

Waltonwood Ashburn
 Thursday, 9/7/17
 9:30 am-12:00 noon

SAS Retail Services
 Monday, 9/11/17
 9:30 am-12:00 noon

The Medical Team
 Thursday, 9/14/17
 1:30 pm-4:00 pm

DHL SameDay
 Thursday, 9/28/17
 1:30 pm-4:00 pm

Please visit our website for the most current event information
www.loudoun.gov/wrc



Workshops are offered at **NO COST**.
 However,
Pre-Registration is Required.
 To register please visit:
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.

Mon	Tue	Wed	Thu	Fri
<div style="border: 2px solid yellow; padding: 5px;"> 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!! </div>		*Registration Required: www.loudoun.gov/wrcworkshops		I OPEN AT 1:00 PM
4 CLOSED LABOR DAY HOLIDAY LABOR DAY	5 Resume Critique Walk-in from 9:00 am - 11:50 am Mouse & Keyboard Basics 1:00 pm - 4:00 pm Youth WIOA Orientation *By Appointment	6 Orientation to Center Services 10:00 am - 11:00 am CLOSE @ 12:00 noon	7 Resume Critique Walk-in from 9:00 am - 11:50 am Job Seeker's Support Group 11:00 am - 12:30 pm Older Workers & Job Search 1:00 pm - 3:30 pm	8 OPEN AT 1:00 PM WIOA Program Information Session 2:00 pm - 3:00 pm *Registration Required
11 Word Basic Full-Day 9:00 am - 4:00 pm DARS Rep. 10:00 am - 2:00 pm	12 Resume Critique Walk-in from 9:00 am - 11:50 am Mock Interview 9:30 am - 12:30 pm VEC Veteran Rep. 1:00 pm - 4:00 pm GED Placement Testing - 1:00 pm Registration Required 571-252-1393	13 Navigating LinkedIn for New Users 9:30 am - 11:30 am CLOSE @ 12:00 noon	14 Resume Critique Walk-in from 9:00 am - 11:50 am Excel Basic 9:00 am - 4:00 pm	15 Professional Resume Writing 9:00 am - 3:00 pm
18 PowerPoint Basic 9:00 am - 4:00 pm Youth WIOA Orientation *By Appointment	19 Resume Critique Walk-in from 9:00 am - 11:50 am Word Basic Half-Day 9:30 am - 12:00 noon Controlling My Time 10:00 am - 11:30 am NEW! SWaM - Small Business, Women & Minority Certification 10:00 am - 12:00 noon	20 30 Second Commercial - "So Tell Me About Yourself" 9:00 am - 11:30 am Necessary Skills to Get the Job (Presented by DARS) 10:00 am - 12:00 noon CLOSE @ 12:00 noon	21 Resume Critique Walk-in from 9:00 am - 11:50 am Your Transferable Skills 10:00 am - 12:00 noon	22 Excel Basic 9:00 am - 4:00 pm Networking Fundamentals 10:00 am - 11:30 am
25	26 Resume Critique Walk-in from 9:00 am - 11:50 am "SCAR-Q - Discover Your Competencies" 10:00 am - 12:00 noon VEC Veteran Rep. 1:00 pm - 4:00 pm	27 Successful Phone Interviewing 10:00 am - 11:30 am CLOSE @ 12:00 noon	28 Resume Critique Walk-in from 9:00 am - 11:50 am WIOA Program Information Session 10:00 am - 11:00 am *Registration Required	29 Resume Writing 101 12:30 pm - 4:00 pm



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

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 ~ Jim Lauver ~ 703-813-1300 or 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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