



LOUDOUN WORKFORCE RESOURCE CENTER  
 102 Heritage Way, N.E., 1st Floor  
 Leesburg, VA 20177-7400  
 (703) 777-0150 (Voice) - 711 (VA Relay)



Hours of Operation:

Monday, Tuesday, Thursday, Friday  
 9:00am - 4:30pm  
 Wednesday 9:00am - 12:00noon  
[www.loudoun.gov/wrc](http://www.loudoun.gov/wrc)  
[wrc@loudoun.gov](mailto:wrc@loudoun.gov)

**May 2019**

<b>Meet the Employer Events</b> <b>On-site Recruiting</b>	<b>Mon</b>	<b>Tue</b>	<b>Wed</b>	<b>Thu</b>	<b>Fri</b>
<p><b>The Home Depot</b>            Friday, 05/03/19            1:30 pm-4:00 pm</p> <p><b>Allied Universal</b>            Tuesday, 05/07/19            10:00 am-2:00 pm</p> <p><b>Om Group, Inc.</b>            Monday, 05/13/19            9:30 am-4:00 pm</p> <p><b>Om Group, Inc.</b>            Tuesday, 05/14/19            9:30 am-4:00 pm</p> <p><b>Satair</b>            Thursday, 05/16/19            9:30 am-12:00 noon</p> <p><b>Poet's Walk</b>            Thursday, 05/16/19            1:30 pm-4:00 pm</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>            Find a Career...            Change a Career...            My Next Move            10:00 am - 11:00 am</p> <p style="text-align: center; color: red;"><b>CLOSE @ 12:00 noon</b></p>	<p><b>2</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>LCPS Employment Application Information Session            10:00 am - 11:30 am</p> <p>So You Think You Can Interview?            2:00 pm - 4:00 pm</p>	<p><b>3</b>            The Mystery of the Applicant Tracking System (ATS)            10:00 am - 12:00 noon</p> <p>WIOA Screening            *By Appointment</p>	
	<p><b>6</b>            MS Word - The Basics            9:00 am - 4:00 pm</p> <p>Is WIOA Right for You?            10:00 am - 11:00 am            *Registration Required</p>	<p><b>7</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>Resume Writing 101            9:00 am - 1:00 pm</p> <p>Orientation to Center Services - English            10:00 am - 11:00 am</p> <p>LinkedIn Profile Check Up            1:30 pm - 4:00 pm</p>	<p><b>8</b>            Strategize Your Job Search            9:30 am - 11:30 am</p> <p style="text-align: center; color: red;"><b>CLOSE @ 12:00 noon</b></p>	<p><b>9</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>MS Excel - The Basics            9:00 am - 4:00 pm</p> <p>Orientation to Center Services - Spanish            10:00 am - 11:00 am</p>	<p><b>10</b>            Professional Resume Writing            9:00 am - 3:00 pm</p> <p>Controlling My Time            10:00 am - 11:30 am</p> <p>WIOA Screening            *By Appointment</p>
	<p><b>13</b>            MS PowerPoint - The Basics            9:00 am - 4:00 pm</p> <p>DARS Rep.            10:00 am - 2:00 pm</p>	<p><b>14</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>MS Excel - The Basics            9:00 am - 4:00 pm</p> <p>Mock Interview            11:00 am - 3:30 pm</p>	<p><b>15</b>            Navigating LinkedIn for New Users            9:30 am - 11:30 am</p> <p>Youth WIOA Info Session            *By Appointment</p> <p style="text-align: center; color: red;"><b>CLOSE @ 12:00 noon</b></p>	<p><b>16</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>Networking Fundamentals            10:00 am - 11:30 am</p> <p>30 Second Commercial - "So Tell Me About Yourself"            1:00 pm - 3:30 pm</p>	<p><b>17</b>            Smart Strategies for 50+ Job Search            9:30 am - 12:00 noon</p> <p>"SCAR-Q - Discover Your Competencies"            2:00 pm - 4:00 pm</p> <p>WIOA Screening            *By Appointment</p>
<p>Workshops are offered at NO COST. However, <u>Pre-Registration is Required.</u> To register please visit: <a href="http://www.loudoun.gov/wrcworkshops">www.loudoun.gov/wrcworkshops</a></p>	<p><b>20</b>            MS Outlook - The Basics            9:00 am - 4:00 pm</p> <p>Is WIOA Right for You?            10:00 am - 11:00 am            *Registration Required</p>	<p><b>21</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>MS Word - The Basics Condensed            9:30 am - 12:00 noon</p> <p>Mock Interview            9:00 am - 12:30 pm</p>	<p><b>22</b></p> <p style="text-align: center; color: red;"><b>CLOSE @ 12:00 noon</b></p>	<p><b>23</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p><b>New!</b>            Job Search in the Digital Age            Presented by AARP            1:00 pm - 2:30 pm            (At Rust Library)</p>	<p><b>24</b>            WIOA Screening            *By Appointment</p>
<p>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.</p>	<p><b>27</b></p> <p style="text-align: center; color: blue;"><b>CLOSED</b></p> <p style="text-align: center;"></p> <p style="text-align: center; color: blue;"><b>Holiday</b></p>	<p><b>28</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p> <p>What's the Problem? - Problem Solving Skills            10:00 am - 12:00 noon</p>	<p><b>29</b>            LinkedIn Profile Check Up            10:00 am - 12:00 noon</p> <p style="text-align: center; color: red;"><b>CLOSE @ 12:00 noon</b></p>	<p><b>30</b>            15 minute - Resume Critique ~ Walk-in            9:00 am - 12:00 noon</p>	<p><b>31</b>            Resume Writing 101            9:00 am - 1:00 pm</p> <p>WIOA Screening            *By Appointment</p>



## **Loudoun Workforce Resource Center**

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P.O. Box 7400  
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711 (VA Relay)  
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## **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 ~ 703-771-4775**

**Job Link, Loudoun County Community Services Board** ~ Job coaches provide one-on-one assistance to individuals with disabilities 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 Solares ~ 571-252-1393**

**Loudoun Literacy Council** ~ The Loudoun Literacy Council is a nonprofit, 501c (3) community based organization dedicated to improving English language skills for adults, children, and families in Loudoun County. The Loudoun Literacy Council's Adult Literacy Program uses the services of trained volunteers to provide high-quality reading, writing, and English language learning programs for adults to empower and enable them to acquire the skills necessary to achieve personal and occupational goals. **Nikki Daruwala ~ 703-777-2205**

**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. To schedule an appointment please contact ~ **703-827-3782**

**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. ~ **Cynthia Prosper ~ 757-812-8210 or [cynthia.prospers@vec.virginia.gov](mailto:cynthia.prospers@vec.virginia.gov)**

**Virginia Financial Success Network** ~ The VFSN is open to any adult enrolled in the WIOA Program. Participants will benefit from individual financial coaching, budgeting, and financial educations. Please contact the Financial Coach, **Tisha Chase**, with questions ~ [tisha.chase@myskillssource.org](mailto:tisha.chase@myskillssource.org) ~ **703-474-8276**

**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**