



# CALENDAR OF EVENTS

April  
2017

(closed 4/14)

Programs marked with ♦ are open to non-members for a fee of \$20  
Networking sessions marked with 🤝 are open to the public for no charge

**5th WED 9:30 – 11:30 AM “PROFESSIONAL HEADSHOTS” No appointments necessary**

Update your professional profiles with a new look. First come, first serve basis. Photos are \$30 cash only.

**6th THUR 10:15 AM “HOW TO CREATE A RESUME THAT ROCKS” ♦**

*Presented by: Jan Leahy, Executive Director, Career Resource Center, Inc.*

Writing a resume can be a daunting task. Your resume is more than just words on a page. It is an advertisement for you that markets your skills and highlights your accomplishments. Jan will offer a framework for identifying your unique talents and then focus on the essential elements of a resume.

**7th FRI 10:00 AM-Noon “BRAND YOU” ♦ Registration Required**

*Presented by: Paula Moscinski, Executive Coach and Owner of Innerconnections, LLC*

How do you stand out in today's competitive job market? One of the best ways is to create a personal brand. Your brand articulates your skills, experience, knowledge and overall worth in the job market. Learn exactly how to define, design and deliver a powerful personal brand that gets you results.

**11th TUE 7:00 PM “LINKEDIN – Getting Started” ♦ Registration Required**

*Presented by: David O'Brien, CRC Advisor & Manager of Staffing and Organizational Development, SunCoke Energy*

LinkedIn is an essential tool in today's job market. David will address what it is, why it is important, and how to get started. He will walk you through building your profile and how to begin using this powerful professional network.

**12th WED 10:15 AM-12:15 PM “THE LIKEABILITY FACTOR” ♦**

*Presented by: Jeff Garton, Author, Speaker and Founder of Career Contentment, Inc.*

Perplexing and often frustrating to job hunters is when they are qualified for a position but don't get hired. What they may not understand is that likeability, or “fit,” can be based on qualifications that are not always apparent. This session will highlight skills that can strengthen your likeability for success.

**18th TUE 7:00 PM “EXPAND YOUR CONNECTIONS” 🤝**

*Facilitated by: Marc Silver, Partner, Barnus & Thornburg, LLP*

Reframe your thinking about what networking is all about. “Show up” and you might be surprised to find the information and connections you are looking for while helping others. Bring your business cards and handbills.

**21st FRI 10:15 AM “EXPAND YOUR SEARCH – Nonprofits are Hiring” ♦**

*Presented by: Pier Rogers, PhD, Director, Axelson Center for Nonprofit Management*

Eager to find a job that matters? It might be a good time to explore nonprofit employment opportunities. Nonprofit organizations form the third largest private employment sector in the United States, numbering over one million. There is likely a nonprofit that would be perfect for you.

**25th TUE 6:15 PM “JOB SEARCH IN THE DIGITAL AGE” ♦**

*Presented by: Dee Reinhardt, Social Media Strategist*

Today's job search is different than ever before. Social media and online job sites have forever changed the way recruiters and employers search for talent, which means a strong digital presence is essential to get noticed. This workshop is packed with great tips and examples of how to use social media venues to your best advantage.

**26th WED 1:30 PM “FIND YOUR PASSION LIVE YOUR PURPOSE” ♦**

*Presented by: Matthew Berrafato, Author, Speaker, Principal of Elephant Hunting, Inc.*

Have you ever wondered how to harness your passion into a job? In this session, Matthew will share his unique approach that empowers people to identify their life's passion while charting a course to move closer to a healthy life balance and the realization of their dreams.

Hours: M W TH 9:30 am - 4:30 pm  
TU 4:00 – 9:00 pm  
F 9:30 am - 12:30 pm



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# Your Job Search Partner

## Affordable – Individualized – Results Focused

Career Resource Center, Inc.® is the proven confidence-building, employment resource featuring individualized attention, education, training, and coaching by industry professionals. **Results-focused, CRC has assisted more than 12,500 job candidates during its 27 year history, with a success rate averaging 80%.** Our strength is in energizing and empowering job seekers and helping candidates navigate the process with relevant, proven job search strategies. Our professionals focus on helping job candidates **optimize their search efforts and maximize their results.** Modest fees are possible as this 501(c)(3) nonprofit is supported by donors and volunteers.

### Services

**Job Search Coaching Sessions:** Private, confidential sessions on identifying and articulating strengths, determining focus, search strategies and tactics; plus coaching throughout your search.

**Interview Preparation:** Private sessions prepare candidates for interviews: plus mock interviews that may be digitally recorded and critiqued.

**Job Search Strategies Roundtables:** Informal small group sessions facilitated by CRC advisor.

**Microsoft Office Tutoring:** Individual consultation on MS Office applications.

**Education & Training Programs:** Professionals share their expertise with the goal of helping individuals enhance their professional toolkit and gain the knowledge and skills critical for conducting a successful job campaign.

**Online Job & Research Specialist:** Individual assistance on identifying effective job search websites, researching businesses, finding job opportunities, completing online applications, and more.

**Networking Sessions:** Outside professionals facilitate an animated exchange of information between participants. *Open to the public at no charge. Bring resumes, business cards, and handbills.*

### Resources

**Office Away From Home:** Wi-Fi along with 5 computer workstations, 3 desks with laptop hook-ups, phones, printer, copier, and paper.

**Reference Library:** Employment directories, guides, newspapers, etc.

**Online Employer Database:** ReferenceUSA™ a premier reference tool offering access to a proprietary database of 24 million U.S. businesses.

**CRC LinkedIn Group:** Engage in dialog regarding job search, expand connections, gather information, and receive job postings.

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|---|-----------------------|--------------------------|------------------------|
| <b>Jan Cline Leahy...Executive Director</b>                                     |                       |                          |                        |
| <i>Kelly Clark...Manager-Member Services, Volunteers, Outreach &amp; Office</i> |                       |                          |                        |
| <i>Linda Bucher...Development Coordinator/Projects</i>                          |                       |                          |                        |
| <i>Jacqueline Lancioni...Communications and Publicity Coordinator</i>           |                       |                          |                        |
| <b>Advisors</b>   |                       | <b>Support Staff</b>     |                        |
| <i>Mary Beth Barrett-Newman</i>   | <i>David O'Brien</i>  | <i>ANmar Andeen</i>      | <i>Li Hwang</i>        |
| <i>Jack Bigelow</i>   | <i>Jim Rogers</i>     | <i>Bobbi Brenner</i>     | <i>Jim Johnstone</i>   |
| <i>Marla Gottschalk</i>   | <i>Keith Smiley</i>   | <i>Joan Cameron</i>      | <i>Ralph Kowski</i>    |
| <i>Charles Gurian</i>   | <i>Marshall Smith</i> | <i>Kirsten Caspersen</i> | <i>Pam Leach</i>       |
| <i>Norma Hoaglund</i>   | <i>Ron Taylor</i>     | <i>Laura Cunningham</i>  | <i>Peter Lee</i>       |
| <i>Melissa Jensen</i>   | <i>Sue Thomas</i>     | <i>Janice Dastur</i>     | <i>Theresa Lin</i>     |
| <i>Hugh Mazza</i>   | <i>Brent White</i>    | <i>Margaret Dastur</i>   | <i>Lauren Osmanski</i> |
| <i>Don Nemerov</i>  | <i>Art Wilde</i>      | <i>Greg DeGreef</i>      | <i>Doug Pitchford</i>  |
|   |                       | <i>Meinhard Gerdes</i>   | <i>Bob Schafer</i>     |
|   |                       | <i>Linda Gittel</i>      | <i>Gail Spiel</i>      |
|   |                       | <i>Jerry Hansberger</i>  | <i>Lauren Szwiec</i>   |
|   |                       | <i>Helen Ho</i>          |                        |

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