



# February 2012 - CALENDAR OF EVENTS

(Closed Monday, February 20<sup>th</sup>)

**Speaker Presentations (◆)** are open to the public ~ Non-Members may attend for a fee of \$10 each. Networking sessions are open to the public for no charge.

**6th MON 1:30 PM "HOW THE JOB FINDS YOU" ◆**

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

Wouldn't it be nice to reverse the process? Instead of you struggling to find the job, the job finds you! Jeff will show how to increase your visibility and branding to get the calls coming *in* for the skills and talents you possess.

**7th TUE 7:00 PM EXPAND YOUR CONNECTIONS – Building Your Network**

"Show up" and you might be surprised at who you meet. Bring resumes, handbills, and business cards.

**8th WED 10:15 AM "FINDING YOUR DREAM CAREER" ◆**

*Presented by: Jill MacFadyen, MSIR, ACC – Career Coach & Kellogg Career Counselor*

Are you happy with your current career or job? Do you have a career or volunteer activity that energizes you? If not, join Jill in this interactive session focused on leaning about yourself as the first step in finding your ideal work.

**13th MON 10:15 AM "ARTICULATING YOUR STRENGTHS WITH A COMPELLING RESUME" ◆**

*Presented by: Melissa Jensen, CRC Advisor & former Grainger Director of Employee Development*

Melissa will offer you a framework for unearthing your unique talents and then focus on resume content and format that work in today's competitive market. A well crafted resume can set you apart from the competition!

**15th WED 2 – 4 PM INTRO TO EXCEL Office 2007 – CRC Members Only, Registration Required, \$15 fee**

*Instructed by: Dottie Fiedler, BJ, MAT, Computer Instructor*

**17th FRI 10:00 AM JOB SEARCH ROUNDTABLE – CRC Members Only**

*Facilitated by: Sue Thomas, CRC Advisor, Executive Recruiter for Worldbridge Partners*

Explore effective job search strategies with a CRC Advisor and fellow job seekers. Bring your questions & issues.

**22nd WED 2 - 4 PM INTRO TO POWERPOINT Office 2007 – CRC Members Only, Registration Required, \$15 fee**

*Instructed by: Dottie Fiedler, BJ, MAT, Computer Instructor*

**23rd THUR 1:30-3:30 PM "ADVANCED LINKEDIN TOOLS - FAST TRACK YOUR SEARCH EFFORTS" ◆**

*Presented by: Michael Yublosky, JEM Consulting*

Take full advantage of newly introduced applications that can make a significant impact in your search efforts. Attendees **MUST** have a completed profile and be proficient in making connections, participating in groups, etc.

**27th MON 10:15 AM "HOW TO HANDLE FINANCES & WRITE OFF YOUR JOB SEARCH EXPENSES" ◆**

*Presented by: Melissa Osuch, CFEd™, Financial Advisor, Strategic Advisors of Illinois*

Be armed with knowledge on what resources to tap with the least penalty, how tax laws affect your choices and what job search expenses can be deducted on your 2011 tax return. Take control and alleviate some of your stress.

**28th TUE 7:00 PM INTRO TO LINKEDIN – CRC Members Only – Registration Required**

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

David O'Brien will share how to build a LinkedIn profile and take advantage of its vast network.

**29th WED 10:15 AM "YES YOU CAN NEGOTIATE A JOB OFFER!" ◆**

*Presented by: Howard Campbell, CMF, Campbell Career Coaching*

In this lively, interactive session you will learn a variety of techniques that will help you get what you want in salary and benefits. We will cover what you need to do before you get the offer, what to say when the offer is made, how to evaluate the offer, set your priorities, and most importantly, how to negotiate and close the deal!

**Hours: M W TH 9:30 am – 4:30 pm / TU 4:00 pm – 9:00 pm / F 9:30 am - 12:30 pm**  
**847-295-5626 / info@CareerResourceCenter.org / www.CareerResourceCenter.org**  
**Grove Cultural Campus, 40 East Old Mill Road, Suite 105, Lake Forest, IL 60045**



# Your Job Search Partner

*Affordable – Individualized – Results Focused*

**Career Resource Center, Inc.**® is the proven confidence-building, re-employment resource featuring individualized attention and coaching by industry professionals. **Results-focused, CRC has aided over 11,000 individuals over its 22 year history.** 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 candidates optimize their search efforts and maximize their results.**

## Services

**Advisor Sessions:** (by appointment) Unlimited number of private, confidential one-hour sessions on effective search strategies and tactics plus mentoring throughout one's search.

**Electronic/Internet Job Search Assistance:** (by appointment) Employment web sites, completing on-line applications, researching employers and their leaders, saving documents for electronic transfer, setting up email, plus more.

**Interview Preparation:** (by appointment) Advisors prepare candidates for interviews via personalized discussion and with mock interviews that may be digitally recorded and critiqued.

**Educational Programs:** Professionals bring their expertise to CRC via workshops on topics related to job search, as well as programs on motivational, emotional, and financial issues. *Some open to the public for a fee.*

**Networking Sessions:** Outside professionals facilitate an animated exchange of information between participants. *Open to the public at no charge.*

**Job Search Roundtables:** Informal small group strategy and tactic sessions facilitated by CRC advisor.

**Software Training:** Small group, hands-on classes in Microsoft Office applications. *Members Only - \$15*

## Resources

**Computer and Internet Access:** Computer lab and workstations with access to the internet and current MS Office applications.

**Reference Library:** A wealth of employment directories, guides, newspapers, etc.

**Employer Database:** ReferenceUSA™ a database of 14 million U.S. businesses.

**Office Space & Equipment:** Workstations & office equipment (phones, printer, fax and copier).

<b>Jan Cline Leahy...Executive Director</b>			
Kelly Clark ... <b>Office Administrator</b>		Pam Leach ... <b>Volunteer Coordinator</b>	
Linda Bucher ... <b>Project Specialist</b>			
<b>Advisors</b>		<b>Support Staff</b>	
<i>John Adams</i>	<i>Hugh Mazza</i>	<i>Charlene Ackerman</i>	<i>Jane Hadler</i>
<i>Mary Beth Barrett-Newman</i>	<i>David O'Brien</i>	<i>Jasmine Blaise</i>	<i>Carol Hayes</i>
<i>Bill Beanblossom</i>	<i>Jim Rogers</i>	<i>Liz Bradner</i>	<i>Mal Jamieson</i>
<i>Jack Bigelow</i>	<i>Bill Russell</i>	<i>Karen Braun</i>	<i>Dan Perham</i>
<i>Andrea Davey</i>	<i>Gary Silvers</i>	<i>Bobbi Brenner</i>	<i>Doug Pitchford</i>
<i>Melissa Jensen</i>	<i>Ron Taylor</i>	<i>Kirsten Caspersen</i>	<i>Gene Sikorovsky</i>
<i>Jim Kuhn</i>	<i>Sue Thomas</i>	<i>Janice Dastur</i>	<i>Patrick Tallon</i>
<i>John Litchfield</i>	<i>Mike Tucker</i>	<i>Margaret Dastur</i>	<i>Bernie Winter</i>
<i>Bill Maines</i>	<i>Frank Walker</i>	<i>Meinhard Gerdes</i>	
		<i>Pat Grant</i>	

Funding for this 501(c)3 non-profit is provided by foundations, corporations, religious congregations, community groups, townships, United Way, benefactors, alumni, and directors.

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