



# December 2009 - CALENDAR OF EVENTS

(Closed Tuesday, December 8th, Thursday, December 24th, Friday, December 25th, and Thursday, December 31st)

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

**1st Tues 6 -8 pm INTERMEDIATE EXCEL - Registration/CRC Clients Only/\$10 Fee**

*Instructor: Sherrri Peterson, Sponsored by OASIS and AT&T Partnership in Technology*

Expand your competencies in using this powerful data tracking application. Computer and Excel basics a must.

**1st Tues 7:00 pm "TIPS FROM A RECRUITER: Your Formula for Success" ◆**

*Presented by: Cathleen Faerber, Principal of Wellesley Group*

Cathy believes a successful job search requires a "holistic" approach, one that depends on *attitude* and *execution* to achieve results: **A + E = R**. She will discuss strategies on successfully executing a job search, from dealing with recruiters, "getting around" on-line applications, building a successful network, plus tips on resumes and interviewing.

**3rd Thur 1:30 pm "DISCOVER POWERFUL NETWORKING SECRETS THAT WILL OPEN DOORS" ◆**

*Presented by: Joy Putnam, Results Coach, Good Job Fast Track*

If you want to master networking, so you can find a good job fast, then come to this step-by-step workshop that will immediately help you build the confidence and skills you need to be more effective at networking. Come and discover five secrets that will break down the walls holding you back from making new connections.

**7th Mon 10:15 am RESUME PREPARATION & PRESENTATION ◆**

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

Getting noticed in today's competitive job market requires a resume that promotes your talents. Melissa will offer you a framework for identifying your strengths and review the content and format that employers are looking for.

**11th Fri 10:00 am "10 STEPS TO A SUCCESSFUL JOB SEARCH" ◆**

*Presented by: Chris Lincoln, Career Management Consultant, clincoln consulting*

Frustrated? Are you getting the calls and interviews that are helping you to make forward progress? What are the barriers you are encountering? Can't understand why you aren't getting responses? Chris will discuss, in detail, the 10 steps that can help you to conduct a successful job campaign. Come and learn what can make a difference for you!

**15th Tues 6 - 8 pm INTRO TO POWERPOINT Registration/CRC Clients Only/\$10 Fee**

*Instructor: Sherrri Peterson, Sponsored by OASIS and AT&T Partnership in Technology*

This hands-on class will introduce you to this presentation application. Knowledge of Windows a necessity.

**15th Tues 7:00 pm INTRO TO LINKEDIN - Registration/CRC Clients Only**

*Instructed by: David O'Brien, CRC Advisor, Infogix Inc., HR Leader*

David will review the characteristics of well crafted LinkedIn profiles and highlight how to use LinkedIn effectively.

**16th Wed 10:15 am "WHAT ARE YOUR UNIQUE TALENTS?" ◆**

*Presented by: Martina E. F. Horwitz, Coach, Synthesis LifeCoaching, LLC*

Employers expect you to know and articulate what you have to offer. Have you made a list of your professional assets? Do you even know where to begin? Martina will introduce you to "Thru-Line", an easy to follow exercise that will help you uncover your assets. It's time to acknowledge your best professional assets...*Let's do it together!*

**17th Thur 2 - 4 pm "NOT YOUR TYPICAL OFFICE HOLIDAY PARTY!"**

Bring a guest and a holiday treat to share while you celebrate the season with fellow CRC clients and friends! Come on by for some fun and networking...you never know who you will meet and where the connection may take you! Don't forget your business cards to distribute and one for the door prize drawing! Refreshments will be served.

**29th Tue 7:00 pm "LAUNCH YOUR 2010 JOB SEARCH" ◆**

*Presented by: John Adams, CRC Advisor, former Allstate Trainer*

Job search strategies evolve as employers modify their expectations, new technologies are introduced, industries expand and contract, and the economy changes. Familiarity with those changes and how to adjust strategies for our current environment can impact the length of your search and ultimate results.

*Market yourself uniquely for the new decade!*



# Your Job Search Team

## Strategies - Support - Success

**Career Resource Center, Inc.®**, established 19 years ago, is a regional, non-profit career transition center that provides professional assistance to adults seeking employment. Our team of professionals energizes and empowers job seekers by offering education, training, and mentoring. CRC's comprehensive re-employment services focus on helping candidates **optimize their search efforts and maximize their results.**

### COMPREHENSIVE RE-EMPLOYMENT SERVICES

- \* **AFFORDABLE**
- \* **INDIVIDUALIZED**
- \* **SUPPORTIVE**

CRC members receive access to private individualized advisory sessions, group programs featuring professional experts in their fields, networking sessions, interview and resume preparation and critique, reference materials and access to workstations, computer lab, Internet, office equipment and more.

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|---|--|--|--|
| <b>Executive Director</b><br><b>Jan Cline Leahy</b>   |  |  |  |
| Kelly Clark<br><i>Office Administrator</i>  |  |  |  |
| <b>Advisors</b>   |  | <b>Support Staff</b>   |  |
| John Adams<br>Sam Beacham<br>Bill Beanblossom<br>Jack Bigelow<br>Dave Craigmile<br>Andrea Davey<br>Mike Gaines<br>Norma Hoaglund<br>Melissa Jensen<br>Mike Kramer | Jim Kuhn<br>John Litchfield<br>Bill Maines<br>Hugh Mazza<br>Simon Moughamian<br>David O'Brien<br>Jim Rogers<br>Bill Russell<br>Sue Thomas<br>Mike Tucker | Charlene Ackerman<br>Amelia Anderson<br>Jasmine Blaise<br>Yeongfu Chen<br>Shelly Cohen<br>Margaret Dastur<br>Meinhard Gerdes<br>Jane Hadler<br>Dave Harmon<br>Chris Hauer<br>Carol Hayes | Mal Jamieson<br>Jane Korczynski<br>Michele Maeglin<br>Doug Pitchford<br>Brooke Plofsky<br>Gene Sikorovsky<br>Rattha Souk<br>Patrick Tallon<br>Emmi Wegner<br>Bernie Winter |

Funding provided by foundations, corporations, religious congregations, community groups, townships, United Way, benefactors, alumni, and directors.

**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**

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