



CAREER RESOURCE CENTER  
YOUR JOB SEARCH PARTNER

# March 2020 CALENDAR OF EVENTS

Programs marked with ♦ are open to non-members for a fee of \$20.  
Programs are generally 90 minutes in length unless otherwise notated.

- 3rd TUE 7:00 PM "EXPAND YOUR CONNECTIONS" ♦ Open to the public at no charge**  
*Facilitated by: Marc Silver, Partner, Barnes & Thornburg LLP*  
Understanding how to effectively develop connections is the key to success. It's not about asking for a job, it's about talking with others about common interests and how you may be able to help each other. "Show up" and you might be surprised to find the information and connections you are looking for while helping others.
- 6th FRI 10:30 AM -12:30 PM "LINKEDIN – Building the Profile" ♦ Registration Required; Bring your laptop/tablet**  
*Presented by: Ernie Katko, U-Connect, Social Media Consultant and LinkedIn Trainer*  
LinkedIn is an essential tool in today's job market. Learn the important elements of building your profile.
- 10th TUE 6:30 PM "JOB SEARCH STRATEGIES ROUNDTABLE" CRC Members Only**  
*Facilitated by: Jack Bigelow, CRC Advisor, Communications Consultant*  
Meet other candidates and explore effective job search strategies during this informal small group session. Come prepared with specific topics to address. Attendees should have had one previous one-on-one advisor session.
- 12th THUR 1:30 PM "CAREER TRANSITIONS" ♦ Registration Required**  
*Presented by: Lauren Milligan, CEO & Founder of ResuMAYDAY*  
Career transitions are challenging, but not impossible. Candidates moving from one industry to another are competing against others who currently work in those roles or industries; the goal is to illustrate to employers that your transferrable skills outweigh direct experience. This presentation covers real life examples of people who have successfully transitioned from one industry to another: how they identified and capitalized on transferrable skills, and how they presented these skills on paper and in the interview.
- 13th FRI 10:30 AM -12:30 PM "LINKEDIN – Steps Beyond the Profile" ♦ Registration Required; Bring your laptop/tablet**  
*Presented by: Ernie Katko, U-Connect, Social Media Consultant and LinkedIn Trainer*  
You've created your dynamic LinkedIn profile but now what? Learn what else LinkedIn has to offer from finding connections to building your network and personal brand. In this interactive workshop, you'll also discover steps to elevate the visibility of your profile and get noticed by the employers and recruiters who use LinkedIn. Bring your laptop or tablet and work as you go!
- 16th MON 1:30 PM "CRC FROM A TO Z - MEMBER ORIENTATION" Registration Required; Open to the public, no fee**  
*Presented by: Kelly Clark, Director of Programs, CRC*  
CRC Members and interested candidates will receive a detailed explanation of services and resources available at CRC. Knowing what services are available and the most efficient way to utilize them will help you land the job faster.
- 19th THUR 10:15 AM "INTERVIEWING YOUR INNER SELF" ♦**  
*Presented by: Cindy Dove, Founder of Purposed Lives*  
Understanding your own personal communication style, or life energy, can help your job search in many ways. During this interactive and enlightening program you will learn to recognize all three styles, discover the strength of your own style and relate more effectively with everyone.
- 31st TUE 6:30 PM "THE ROBOTS VS. THE RESUME" ♦ Registration Required**  
*Presented by: Jodi Coplan, Associate Director, Talent Management at Cognizant, and Wendy Hork, Wendy Hork Recruiting*  
You have worked tirelessly on your resume and it is in fighting shape. You apply online for opportunities with employers who would be lucky to have you. There's no doubt you will make it to the next step, but that doesn't happen. Why? The ATS (Applicant Tracking System) has knocked you out, that's why. This session will give you the information you need to beat the ATS and improve the chance of your resume making it to the next step.

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

info@CareerResourceCenter.org  
847-295-5626  
www.CareerResourceCenter.org



**CAREER RESOURCE CENTER**  
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**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 nearly 14,000 job candidates during its 29 year history.** Our strength is in energizing and empowering job seekers through 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 and video interviews that may be digitally recorded and critiqued.

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

**Microsoft Office Tutoring:** Word, Excel and PowerPoint.

**LinkedIn Tutoring:** Optimize your use of this professional network.

**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, 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.

<b>Kristina Phillips...Executive Director</b>				
<i>Kelly Clark...Director of Programs</i>		<i>Linda Bucher...Development Coordinator</i>		
<b>CRC's Volunteer Team</b>				
<b>Advisors</b>		<b>Member Services and Support</b>		<b>Board of Directors</b>
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