

community

services
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Real World Advice... From A Real World Guy



Tony Carrillo,
CSET Business Relations Specialist II

Tony gives advice on how to gear up for your job search

"Make sure you research the industry you want to get into and learn as much detail as possible. Picture yourself doing that job. Customize your resume to fit that employer's needs. Most importantly, have confidence in yourself; businesses want someone who knows that they can do the job!"

To get started with your search, come by one of many resource and computer rooms at CSET. Call 559-732-4194 for hours and locations.

Stories to Glory... Proven Performers

Career transition...no problem for *Proven Performers*

Alfredo, now 76, left a successful job in Los Angeles as a shipping manager and came to Tulare County to be closer to family and friends. Because he wasn't able to find a similar position here, he started working at CIGNA as a mail clerk.

After five years, when Alfredo was laid off, he came to CSET's Proven Performers Program, which is funded by the Tulare County Workforce Investment Board for 55+ workers. He came into the program with a very positive attitude, eager to work, even part time if that's what was available.

"Alfredo was concerned that his age, lack of computer skills and strong Spanish accent might be barriers

to gaining employment in an office or customer service setting," said Senior Program Specialist LeAnn Price, "But his willingness to consider other careers and strong work ethic proved to be very helpful assets."



Alfredo and Sr. Program Specialist LeaAnn Price

Alfredo began his journey to a new career by participating in training through

CSET's Senior Employment program, in partnership with the Kings/Tulare Area Agency on Aging. While he served as an office assistant in the CSET Cutler/Orosi office, he also completed an accounting course at COS in the evenings to improve his marketability.

By September, Alfredo's persistence and open-mindedness to career changes helped him land a job with the Spanish magazine *Tu Mundo* as an editor and proofreader. Alfredo found support and encouragement for his journey to a new career in the Proven Performers Program. Congratulations Alfredo!

Bette Is Back

Bette Smith is a 66-year-old dynamo. She suffered a layoff from a major corporation in 2003 and became a nanny for about 4 years. However, she found herself in need of traditional employment and left her retired lifestyle as a nanny.

She got started by taking advantage of CSET services to help her polish her interviewing skills, develop her resume, and improve her job search techniques. Today, she works for Tom Wright Insurance Agency as an Administrative Support Representative.

CSET was there to assist her with on-the-job training which prepared her for a new career that has been fulfilling, satisfying and rewarding to her and her family. Her extensive experience in the corporate world coupled with the on-the-job training gave her the opportunity to grow with Tom Wright Insurance Company.

She loves the extensive marketing she is doing for the company, and her excellent performance gained her a recent pay increase.

Employer of the Month *Gemini Duplication*

"Gemini's employment philosophy allows a segment of the workforce that is traditionally overlooked to reenter employment giving them new hope and confidence."
Dan Mora
President,
Gemini Duplication, Inc.

Talent Pipeline

Robin has a certificate in Administrative Assistant/Computer Applications and more than 4 years of clerical experience. If your business has an open clerical position and is looking for great attitude, dependability and experience, call Chuck for more information or to schedule an interview, 684-1987.

Nadine has excellent office skills and is bilingual. She is seeking a clerical position. To learn more or to schedule an interview, call Ron at 741-4646.

Avel has an MBA and experience as a construction building manager. He is looking for a position in management in the construction industry. Call Ron at 741-4646 to learn more or to schedule an interview.

Proven Performers Excel In Today's Workplace



Susan helps customers find what they need.

Susan, 59, came to CSET last November when she was laid off after 10 years with the same employer. Eager to start her job search, she attended all of the workshops available through CSET, including those customized for Proven Performers 55+. The workshops helped her create a winning resume and gave her practical steps for marketing

herself. She learned to use computer and web-based techniques to supplement the newspaper classifieds for a productive job search.

In March, Susan started a training assignment through CSET's Senior Employment program. As an aide at the Farmersville Library, she learned about organizing and cataloging the library's materials. "The training really helped me to feel more comfortable working on computers and making my overall skills better," said Susan.

After Susan completed this short-term training, she was selected to train in an Employment Connection Resource Room at CSET.

She helps job seekers access the same resources she learned how to use when she first started the program.

CSET staff matched Susan's training assignments to her career preferences. "I really want an office assistant or receptionist position, because I like talking to people and helping them" explained Susan.

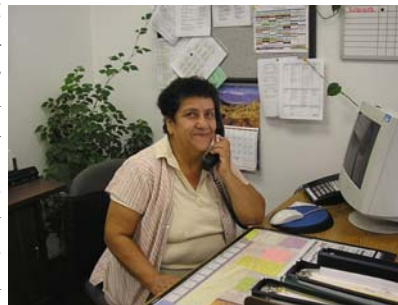
Susan continues to actively search for permanent employment and feels confident that she will find something very soon with the skills she is gaining through this program, funded by the Tulare County Workforce Investment Board, Senior Community Service Employment Training and Kings/Tulare Area Agency on Aging.

How Estella Found Her Groove

Estella, now age 65, came to CSET to learn new skills and gain employment. She began by participating in training to learn a variety of office skills while working in CSET offices in both Pixley and Tulare. This training opportunity was provided by CSET's Senior Employment program, in partnership with the Kings/Tulare Area Agency on Aging.

Having explored various career options during her training, Estella realized that her strongest gifts and abili-

ties were taking care of others. Shortly after deciding on her career path, Estella



Estella tried on many 'hats' before finding her fit

co-enrolled in CSET's Proven Performer's Program, funded by the Tulare County Workforce Investment Board. Almost imme-

diately, she landed a job through an on-the-job training contract with Armando Gallegos Homes in Tulare, caring for developmentally disabled elderly men.

Her office skills training prepared her for additional responsibilities, as she enjoys performing office duties at Gallegos Homes as well. Her employer, Armando Gallegos, is very impressed with her dependability and the quality of her work. At the age of 65, Estella has found a job that makes her both happy and successful.

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For more info
559-741-4637
www.cset.org

CSET resource room offers:
computer and internet access
fax and copy machines
reference library
daily newspapers

Resource room hours:
Monday—Wednesday
8:00 a.m.—7:00 p.m.
Thursday—Friday
8:00 a.m.—5:00 p.m.

CSET Weekly Workshops

Monday	Tuesday	Wednesday	Thursday	Friday
-Orientation 2:00 —3:00 a.m.	-Master your application 9:00—10:30 a.m. -Orientation 10:00—11:00 a.m. -Spanish orientation 9:00—10:00 a.m.	-Job Club 10:00—11:00 a.m. -"One-on-One" 11:00—12:00 p.m.	-Interviewing skills and techniques 9:00—10:30 a.m. -Proven Performers 55+ 10:30—11:30 a.m.	-Spanish workshop 8:15—10:00 a.m. -Refining your resume 10:00—11:20 a.m.