



WESTCHESTER ONE-STOP CAREER CENTER *



120 Bloomingdale Road, White Plains, New York 10605



DECEMBER 2019 WORKSHOPS SCHEDULE

TUESDAY	3	WEDNESDAY	4	THURSDAY	5	FRIDAY	6
9:30 AM - 11:00 AM				9:30 AM - 11:00 AM			
RÉSUMÉ WORKSHOP				COVER LETTERS			
Ruth Trumino				Ruth Trumino			
				11:00AM - 12:00 NOON			
				HOW TO FIND A JOB			
				John Tierney			
11:30 AM - 12:45 PM		12:00 PM - 1:00 PM		11:30 AM - 12:45 PM			
INTERVIEWING WORKSHOP		JOBZONE		JOB SEARCH ROUND TABLE			
Ruth Trumino		WORKSHOP		Ruth Trumino			
TUESDAY	10	WEDNESDAY	11	THURSDAY	12	FRIDAY	13
9:30 AM - 11:00 AM		1:00 PM - 2:30 PM		9:30 AM - 11:00 AM		10:00 AM - 11:00 AM	
RÉSUMÉ WORKSHOP		MOCK INTERVIEW		CAREER CHANGE		STRUCTURED INTERVIEW	
Ruth Trumino	please bring two copies of your Resum			Ruth Trumino		EMPLOYMENT WORKSHOP	
		Paul Keppler		10:00 AM - 12:00 NOON		Phil Costanzo	
				STRENGTHEN YOUR RESUME			
11:30 AM - 12:45 PM				THROUGH VOLUNTEERISM		11:00 AM-12:00 PM	
INTERVIEWING WORKSHOP				Sponsored by Volunteer New York		BEHAVIORAL INTERVIEW	
Ruth Trumino				Katie Pfeifer		Phil Costanzo	
		12:00 PM - 1:00 PM		11:30 AM - 12:45 PM			
		JOBZONE		JOB SEARCH ROUND TABLE			
		WORKSHOP		Ruth Trumino			

TUESDAY	17	WEDNESDAY	18	THURSDAY	19	FRIDAY	20
9:30 AM - 11:00 AM		11:00AM - 12:00 NOON		9:30 AM - 11:00 AM			
RÉSUMÉ WORKSHOP		PRE-INTERVIEW		NETWORKING WORKSHOP			
Ruth Trumino		John Tierney		Ruth Trumino			
				11:00 AM - 12:30 NOON			
				MY MONEY			
				WORKSHOP - Marisol			
		12:00 PM - 1:00 PM					
11:30 AM - 12:45 PM		JOBZONE		11:30 AM - 12:45 PM			
INTERVIEWING WORKSHOP		WORKSHOP		JOB SEARCH ROUND TABLE			
Ruth Trumino				Ruth Trumino			
TUESDAY	24	WEDNESDAY	25	THURSDAY	26	FRIDAY	27
9:30 AM - 11:00 AM							
RÉSUMÉ WORKSHOP							
Ruth Trumino							
11:30 AM - 12:45 PM		CHRISTMAS DAY					
INTERVIEWING WORKSHOP		(OFFICE CLOSED)					
Ruth Trumino							
1:00 PM - 2:15 PM							
JOB SEARCH ROUND TABLE							
Ruth Trumino							
TUESDAY	31	WEDNESDAY	1	THURSDAY	2	FRIDAY	
				9:30 AM - 11:00 AM			
				RESUME WORKSHOP			
				Ruth Trimino			
				11:30 AM - 12:45 PM			
				JOB SEARCH ROUND TABLE			
				Ruth Trimino			
				1:00 PM - 2:15 PM			
				INTERVIEWING WORKSHOP			

*** Bilingual Staff Available - Schedules may change so please call the day before the workshop. Visit our website at <https://westchesterputnamonestop.com>**