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| June |  |
|  | 2021 |
| WORKSHOPS |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Sun | **Monday** | **Tuesday** | **Wednesday** | **Thursday** | **Friday** | Sat |
|  |  | 1 | 2 Preparing Cover Letter &  Resume-9:30am-Maria  Employer Presentation-11am  (**Transform Home Improvement Products)** | 3 Preparing Cover Letter &  Resume-9:30 am-Maria  FYI-10am | 4 | 5 |
| 6 |  |  |  |  |  |  |
| 6 | 7 | 8 Word I- 9:30am-Frances  Interviewing Strategies  10am-Etta | 9 Word I- 9:30am-Frances | 10 Word II- 9:30am-Paul  Mock Interviewing  10am-Etta | 11 Word II- 9:30am-Paul  Beginning LinkedIn  10am-Kevin | 12 |
| 1 |  |  |  |  |  |  |
| 13 | 14 | 15 Excel I- 9:30am-Frances | 16 Excel I- 9:30am-Frances | 17 Excel II- 9:30-Paul  Navigating Job Search  Engines-9:30-Maria  FYI-am | 18 Excel II- 9:30-Paul  Navigating Job Search  Engines-9:30-Maria  Advanced LinkedIn  10am-Kevin | 19 |
|  |  |  |  |  |  |  |
| 20 | 21 | 22 Outlook- 9:30am-Paul | 23 Outlook-9:30am-Paul | 24 PowerPoint-9:30am-Paul | 25 PowerPoint-9:30am-Paul | 26 |
| 27 |  |  |  |  |  |  |
| 27 | 28 QuickBooks  9:30am-Frances | 29 QuickBooks  9:30am-Frances | 30 QuickBooks  9:30am-Frances  Employer Presentation-11am  (**G4S Security Solutions**) | July 1st  QuickBooks-9:30am-Frances |  |  |
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