



**Presented by the  
Inland Library System**

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*Career Vision 2014/2015 is supported by the United States Institute of Museums and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Librarian*

# ***NOTES***

# Career Vision 2014-2015

*Thank you for attending Career Vision 2014-2015. My hope is that you came with an expectation that was far surpassed and today marks the day in your journey that you feel more empowered and more exposed to live a deliberate life where you spend less stress on work defining you and more stress on you defining your work!*

## **What is Career Vision?**

A holistic approach to the world of work that places value on the 24% of the week spent earning a living. The goal of Career Vision is to empower people to use work to explore interests and passions so they “get to go to work”, not have to.

## **How did Career Vision Start?**

Career Vision began as a mission to change the connotation of work among today’s youth from negative to positive and to expose them to 5 jobs a day for 18 years so they have 32,850 career choices available when they graduate high school. Based on the model that you can only become what you know exists, Career Vision focuses on increasing career exposure as a way of finding a job that is a good use of talents, skills, interests, and time. These strategies are being used throughout Southern California by people of all ages, skills, and abilities in order to live proactively and take responsibility for their skills, actions, and choices in regards to how they spend 24% of their week.

## **How is Career Vision free?**

Career Vision 2014-2015 is free for participants in partnership with Inland Library System and your local library through funding from the United States Institute of Museums and Library Services under the provisions of the Library Services and Technology Act, administered in California by the State Library. Demographic Data, pre-and-post evaluations and follow up surveys are used for grant purposes to track participants served. All responses are anonymous. We need your support and cooperation with our data collection in order to continue to provide these services free of charge throughout your community. Please be the “they” in someone’s life and share information you have heard at this workshop with others who may benefit and invite someone to attend a training. Additionally, share our website on your social media networks. [www.inlandlib.org](http://www.inlandlib.org)

## **How do I use the handbook?**

This handbook is not a comprehensive tool that can be used in isolation to job search, prepare a resume, practice for an interview, etc. It is simply a collection of resources that can be referenced, referred to, or utilized as you go about your journey. We encourage you to utilize the free resources at your local library and to become the “they” in your own life as you take responsibility for your knowledge and skills in order to get where you ultimately want to go. The tools, methods, and ideologies expressed in the workshop and the manual are simply an alternative to consider and try as you navigate your next move. All resources in the handbook are copyrighted and not to be duplicated or reproduced.

## **How do I find out more about Career Vision?**

If you are interested in attending more workshops by Career Vision or partnering with Career Vision to bring a training to your site, please visit [www.careervisionbyjamie.com](http://www.careervisionbyjamie.com) or email [careervisionbyjamie@gmail.com](mailto:careervisionbyjamie@gmail.com). Participants are more than welcome to follow up with Jamie Beck via email with their questions or personal situations, but due to volume of requests, not all emails are guaranteed a response.

# Table of Contents

*During the workshop you will be referenced to various worksheets by page number. Remember, these worksheets are not meant to be used in isolation from the workshop so be sure to take notes on how to use these references so when you get home, you remember why it was included in the handbook. Not all pages will have instructions with them.*

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## Chronological Bucket List

*Each phase of our life comes with its own unique freedoms, but also with various barriers, ties, and responsibilities. Think about your bucket list in terms of WHEN is the best time to accomplish each item based on these things and who you want to share the experience with. If you have already passed a certain benchmark in your life, what do you wish you would have done during that time and phase of your life? Experiences can be trips, adventures, hobbies, jobs, purchases, meetings, conversations, accomplishments, classes, awards, influences, relationships, acts, feelings, memories, and/or things people say about you. Can you fit it all in over a lifetime? How can you be deliberate to ensure you live each day with purpose. Save and revisit (and cross off and/or add to) yearly if not more often. Are you crossing off in equal proportions to what you add? BE DELIBERATE WITH YOUR TIME, RESOURCES AND ABILITIES!*

### During College

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- 
- 

### Before you Retire

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- 
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### After College

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### After you Retire

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- 
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### Before Marriage

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### Before your Parents Die

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- 
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### With a Spouse

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- 
- 

### With Grandkids

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### With Kids

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### Before you Die

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### Anytime...

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## Categorical Bucket List

*Our bucket lists are shaped by our experiences so if you have had little exposure, chances are it is hard to make a bucket list. You can Google one for ideas, but your bucket list should be active, not passive, meaning you should have it out and be adding to it all the time as you encounter new things and hear about new ideas of interest. Spend some time researching what you list; don't just choose things on a whim. What is important to you and why? If you had a year to live and were in good health, is this really how you would spend your time? How can you be deliberate to ensure you live each day with purpose?*

### Places to Visit

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- 

### Places to Live

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- 
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### Experiences to Have

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- 

### Accomplishments/ Awards to Earn

- 
- 
- 
- 

### Memories to Share

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- 
- 
- 

### Other:

### Relationships to Have

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- 
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### Feelings to Experience/ Things People Will Say About You

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### Purchases to Make

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### Hobbies to Develop

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### Jobs to Have

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## Interests

*Below are questions you can ask yourself as you assess your interests. It may also be helpful to do this activity with someone close to you and compare answers and help each other if you feel stumped. Sometimes we don't know ourselves as well as others know us, but remember at the end of the day, you are your own they, so don't let their opinions about who you are take over, you get to decide who you are and who you want to be. Some questions may overlap with the bucket list and some may not help at all, but look for clues in your answers and use them as your butcher shop (companies or organization you identify in your location) to then go see what kinds of meat (jobs) are available. While this may seem silly, you may be surprised as to how this can increase your job options and how you can apply these interests with your skills, your experience, and your talents and see where it takes you. Remember jobs like office work, accounting, law, computers, cashiering, marketing, sales, graphic design, etc. can be applied ANYWHERE, why not in your area of interest. BE DELIBERATE. BE PROACTIVE.*

1. What was your dream job when you were a kid?
2. What do you decorate with or collect?
3. What would you do if you won the lotto and never had to work for money again?
4. If you had to donate \$1M to a cause what would it be?
5. What do you spend extra money on or save money for?
6. What is on your bucket list of things to do?
7. What do you watch on TV?
8. What do you read for fun or where would I find you at Barnes and Noble?
9. What causes you to loose track of time and you find yourself staying up late doing? What would you be locked away with for weeks and still be entertained?
10. What things do you Google the most or what is in your internet browsing history?
11. What do you love so much you would do it for free 40 hours a week?
12. If you started a business what would it be?
13. If you were 18 again, what would you do?
14. If you could live anywhere where would it be?
15. What is your ideal life like when you are 70 and in GOOD health?

16. What do you want your obituary to say?
17. What are 5 things that annoy the heck out of you and make you mad.
18. If you had to write a book what would it be about?
19. What would your vanity plate say? (license plate)
20. If your house was to catch on fire, and you had 5 minutes to save anything regardless of if you could realistically get it out, what 5 things would you get out.
21. If you were stranded on a desert island and you had food water and shelter, what other two things would you bring with you?
22. If you were a fictional character who would you be and why?
23. What type of animal would you be and why?
24. What are your realistic monetary needs, i.e. what is the least you can make? Do you need benefits?
25. What do you find yourself getting into fights with people about or arguing about until you are blue in the face? i.e. what are you banned from talking about at thanksgiving dinner?
26. What does the bumper sticker on your car say and if you don't have any, what are three you would put on and gladly display for all to see?
27. If you were allowed a single pair of clothes to wear for the rest of your life, what would it be and why?
28. Do you cry more over people or animals?
29. If you had to give a 20 minute impromptu (no prep) speech about something in front of 1,000 people, what would you choose?
30. What is a single word that describes you best?



## Brain Sort

Below is a listing of several potential career options organized by skills vs areas of interest. Consider making your own chart to discover ways to merge skills and talents with passions in order to find unique ways to use 24% of your time. Be sure not to list job titles, instead focus on job duties or job locations, this will help expand your job search and not box you into only what you know exists and that is in your vocabulary.

| Skills →<br>Interests ↓ | ART   | LEGAL  | COOKING  | CONSTRUCTION  | TEACHING  | WRITING   | EVENT PLANNING   | TECHNOLOGY  |
|-------------------------|---|--|--|---|---|---|--|---|
| MUSIC                   | Make and paint custom guitars   | Work in music law and on copyright infringement                  | Research what genre of music increases and decreases purchases/sales in grocery stores and restaurants | Use music architecture to design concert halls with amazing acoustics | Use music therapy to work with cancer patients at a hospital  | Write a biography about a famous musician                             | Book, advertise, coordinate, and set up concerts at a casino   | Make an iPad app to teach children how to play piano                              |
| SCIENCE                 | Take photographs of wildlife and document migration, effects of the drought or global warming, etc. | Provide counsel on ethical issues surrounding stem cell research | Use food chemistry to create new recipes, products, and techniques                                     | Build displays, exhibits, and machines for a science museum           | Design study guides, iPad apps, and videos for students studying for AP science tests, the MCAT, etc. | Write content for a children's cartoon series that integrates science | Work in admissions at a college in the science department and attend college fairs to recruit students | Use computer modeling to create prosthetics for athletes with special needs       |
| SPORTS                  | Create unique sculptures for display at sports complexes  | Work on athletic contracts for semipro and professional teams    | Create sports drinks and nutrition bars for athletes   | Build stadiums and athletic fields                                    | Go to after school programs and teach sports classes  | Work with a sports statistician to produce new stories                | Work for a disease based organization to coordinate a walk/ run to raise money                         | Work for a company that specializes in video equipment and software for athletics |

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| Skills →<br>Interests ↓ | ART  | LEGAL   | COOKING   | CONSTRUCTION   | TEACHING   | WRITING  | EVENT PLANNING   | TECHNOLOGY  |
|-------------------------|--|---|---|--|--|--|--|---|
| HEALTH                  | Draw models of organs, systems, bones, etc. for a health textbook. | Advocate for changes in legislation about the use of chemicals in our food supply | Analyze foods for nutritional value and recommend foods for various health conditions | Build playground equipment and fitness equipment at a park to encourage exercise   | Provide programming at schools about making healthy choices and being proactive about health | Run a blog with health tips, trends, and information   | Coordinate an annual health fair with various organizations in the community                                   | Design video games that encourage active participation to promote exercise through play |
| ANIMALS                 | Create customized headstones and keepsakes for deceased pets       | Investigate animal cruelty claims   | Create healthy organic pet food products  | Design appropriate habitats at the zoo for animals based on their natural setting. | Create an animal education program and perform at schools, parties, and libraries            | Write up descriptions of pets for adoption and list them on various websites to increase their chances of becoming adopted | Set up adoption events and pet education seminars in the community   | Develop micro chip/ GPS devices to track domestic and wild animals                      |
| FASHION                 | Design fun, stylish, and colorful uniforms                         | Advocate to end sweatshop production and ensure compliance of major corporations  | Design fun, hip, and colorful kitchen tools and appliances to match kitchen decors    | Remodel restaurants to give them a hip new look                                    | Teach sewing, crocheting, and knitting classes.  | Create descriptions in catalogues and on websites for clothing designers.  | Go to Barbie conventions, toy shows, children's expos, craft fairs, etc. with your unique doll clothes designs | Engineer new cell phone shapes and styles to match usage and style                      |

## Choosing an Experience, Not a “College”

Everyone worries; will I choose the right college? In my opinion, it does not matter where you go as much as what you do and I tend to focus on choosing an experience opposed to a college.

I often wonder if I prepared a fact sheet for 10 colleges with information I think is important when choosing a college; climate, size, extracurricular activities, faculty research, campus demographics, availability of public transportation/ walkability, housing options, etc. and intentionally left off campus names, if students would choose the same college they have their hearts set on or if they would find other options provided worth exploring.

Unfortunately in our society, we have embedded connotation into EVERYTHING in our lives; positive and negative, and when “names” are removed, we are able to carefully analyze options with an unbiased view.

I too fell prey to choosing a college based on name and personal experience given my cousin attended the same college, and I did not explore other options that were a better fit for me and ended hating my major after 2 weeks, hating school after 2 months, and transferring after a near nervous breakdown my freshman year.

In hindsight the college I chose, having used my new method, was as far from my intentions as I could have got.

Moreover, unless you are among the 20% of people who don't change your major nationwide, you can't really choose a college based on your degree choice. What I think is most important in choosing a college is choosing an environment in which you feel comfortable and a campus that serves your needs.

There are two main types of college students, those who go to school to get their degree and get out, and those who go to college to have a college experience, i.e. get involved on campus, meet new friends, join clubs, take adventures, grow personally, etc. Yes there are those who can find balance and do both, but you have to determine which way you sway most. Do you want an experience or do you just want a piece of paper?

If you just want a piece of paper, things like location, campus activities, residential life, housing, etc. don't matter and don't have to be heavily factored into the equation when looking for the right school, but if you do want the whole experience, sometimes these factors are more important than the course offerings as anything you do in college is potential resume building material so for some, being the ASI president, the treasurer of the Marketing Club, and the student liaison for a resident hall might be more helpful in getting a job than the actual degree you earn because you now have real world experience that is like a job and those you are competing with only have the degree and a random part time job at Cold Stone.

If you want to focus on choosing an experience opposed to choosing a college, when you visit campuses or even browse their websites, here is what you want to be looking for.

- Is the college accredited by a valid regional accreditation body. For example in California it is WASC that you need to be looking for. Even if you are choosing technical or trade school, non accredited schools are generally not the best option. There are a few exceptions to this. For example FIDM is a well-known fashion institute that is not accredited but in the industry they are

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well respected. If the school you are looking at is non-accredited, do your research and understand the pros and cons. Some schools will say they are accredited but they are not accredited by WASC which is what matters should you want to transfer credits or pursue an advanced degree.

- If you are looking to just get a piece of paper and to go quickly or will be working part of full time while going to school, your needs are very different than other college students and the criteria you use to select a college will have more to do with convenience, class availability, and potentially satellite or online class selection.
- For most college students, that are seeking the college experience, you will want to make sure the school is in alignment with your goals and expectations. If you have never been away from home, and you think you want to move somewhere far away and want a change in environment, you might want to consider spending some time away from home in that city, that state, that climate, etc. BEFORE deciding to attend the school ALONE for the first time. Some colleges offer a summer program where you can experience the campus even as early as your freshman year in high school for a few days or a few weeks. If this is not an option, do try to spend some time there not doing tourist like campus things, but just being there and interacting with the campus as if you were living there. Climate, the size of town, the scenery, if the town sprawls into the city or is secluded within gates or clearly defined streets, the surrounding neighborhood, etc. are all VERY important and should be factored in as well. Many freshmen get very homesick when they have gone from one extreme to another, while others love the change and do very well. It is very difficult to go to classes when you don't like where you are living and the environment you have chosen.
- If you want to be really involved in college, be sure to check out the websites and programs offered by the following departments and maybe even see if they have summer programs you can participate in or call ahead if you are visiting to see if they can meet with you. Research has shown over and over again, that the more you involved in extracurricular things on campus the more support it may lend and extracurricular activities in college has been linked to better grades and better attendance, not the opposite.
  - Housing and Residential Life
  - Student, Academic, and Major Clubs
  - Student Government
  - Recreation and Outdoor Life
  - Career Services (On Campus Jobs, counseling, internships, employer relations, etc.)
  - Sororities and Fraternities (help them choose carefully, some are more academic, some are more service related, and some are pure craziness, but they are all regulated by the school and are expected to be held accountable for student safety)
  - Service Learning (volunteering)
  - Academic Support Services and Programs (tutoring, mentoring, advising, counseling, etc.)
  - Study Abroad and Exchange Programs
  - Etc.
- Some students opt for small schools while others opt for large schools. If you have a tendency to need professor interaction, want to get to know your peers, and likes classes that have a lot of discussion and group work, a large campus may not be the best choice. Once you get into your major, class size will drop but the first two years you may find yourself in large lecture halls and unless you make a point to get involved, you will become faceless throughout the day. Small schools are often a chance for students to get to know faculty well, develop a cohort of students with their same interests and majors, and spend time making long lasting meaningful relationships and references but small campuses may also mean less majors to choose from, less

programming to participate in, and fewer community and workforce connections. If you tour, try to do some lecture visits and determine what suits you best or at least poke your head in some lecture halls to get a sense of class size and watch student interactions on the way into lecture halls. Do they walk the halls without interaction or do people actually talk to each other, seem to know their peers, and develop relationships with peers and professors as a result of their classes.

- If religion is a factor in choosing a school and you are opting to find a university based on your faith, don't assume because it is a school with the same faith it is the perfect school for you. You still need to critically analyze the environment for size, location, climate, extra curricular, majors, etc. You also need to realize that not everyone who goes to that school may share the same religion or values as you do or practice religion in the same way. This can be a huge let down to students if they are not prepared and expect something much different than they experience.
- Never choose a school based on where your friends are going or based on a recommendation from someone who went there in the past. Relationships change and what is good for one is not always good for the other. College is a time to make new relationships and new friends and college choice should be a personal one. Everyone needs to find the place they fit best and they can do their best academically and get the most out of their experience. Additionally, a lot can change in two decades and the school your parents or relatives graduated may not be the same school are attending in the present year.
- Check the demographics of the college. The school will always publish a report showing you the types of students who attend based on race, ethnicity, gender, income, SAT score, home state, etc. but if you want to dig deeper, find the school's institutional research website or call and find out how to get in touch with this office. Then read all the reports you can get your hands on, you will find demographics about EVERYTHING from drop out rates, majors freshman enter with and majors seniors graduate with, number of students on financial aid, crime and safety reports, etc. You can even pull raw data or request it and run your own reports to see what you want to find out. Know all you can about the school you are planning on attending. These reports can give you the inside scoop on what really happens on campus opposed to the PR version they market.
- Think about finances. It is very important to apply for the FASA, school scholarships, community based scholarships, programs for people with special circumstances and demographics, etc. but so often people stop there and do not realize there are more programs on campus that may play a factor in choosing a school not just for the financial assistance they provide, but the one on one attention and the support services they lend. Some of these programs might include EOP or similar programs for first generation college students, STEM Programs for science majors, Title V Grant Programs, Ethnic Based Support Programs, Student Service with Disabilities, Athletic Programs, Work-study Programs, Research Programs, Peer Leadership Programs, Honor Programs, Advanced Track Programs, etc. Some of these programs will provide free counseling, tutoring, books, lab materials, and tuition assistance. Some smaller schools have a hard time recruiting certain types of students and have earmarked funds for students that match certain criteria, you just have to be proactive about researching all funding opportunities. It is never a good idea to choose a private or UC simply just because, as it will carry a heavy price tag. The same or even a higher quality education can be obtained from a CSU for a fraction of the cost, or even free if you find all the right programs to apply for. All students should find at least one CSU to apply to and see what is offered financially and consider going to a CSU for undergrad and saving loans for graduate or professional school. YES some schools have a better reputation for helping you get into top medical schools, law schools, teaching programs, fellowships, etc. but remember you will also be competing with a host of other students at that university for top honors, internships, and recommendation letters. At a CSU you may find that your competition is slightly

less and that you can rise above and become the top of your class. If you plan on going to college for 8 or 10 years to achieve advanced degrees, you will want to plan finances accordingly starting in undergrad.

- Determine the local transportation and access to services. If you will not be taking a car to college, ensure that there is safe and affordable transportation on and off campus as well as services you need within walking distance. It is very important for you to not to be stuck on campus all the time and to experience life and culture around where you are attending school. Ride the public transportation at all times of day to the places you may need to go, i.e. pharmacy, grocery store, department store, office store, hospital, mall, etc. and make sure you feel comfortable frequenting these places in this fashion. Invest in a bike or scooter if that also helps you get around to close by locations. Even if you plan to take a car, drive to all the places you will need to go and ensure it will be a comfortable and safe experience. There is nothing worse than wanting or needing to go somewhere and not being able to or comfortable doing so and this causes homesickness to set in and makes the college experience a miserable one.
- Look at the faculty who you will be spending time with in your area of interest. Is their research interesting? Do they share interests with you? There is nothing worse than going to college to be a mechanical engineer with your heart set on designing and engineering the next car for Tesla and then finding out your professors specialize in mechanical engineering for medical devices and all your internships, research, and job connections will now be in that industry. You have to put the time into finding a college and faculty that will be a good fit for your interests. No one faculty, department, or college can specialize in EVERYTHING. The best way to research this concept is to visit the department website, look up the faculty members, research grants that have been received, publications that have recently come out, etc. While faculty may change and you can't choose a college strictly on this factor, knowing who you are spending time with and being mentored by is VERY important. You can only become what you have been exposed to. If you have a passion area, you can also do a reverse search for schools based on that interest by going to the "National Association of \_\_\_\_\_" and looking at who is on the board, publishing articles, doing research, speaking at conferences, etc. in their chosen area and what universities they are from.

So what about community colleges? I think this is a great choice for people just wanting to gain skills class by class or earn a certifications to build their resume. It is also a way to explore your career options at a slow and affordable pace before paying for a university. Community colleges also tend to offer more majors than universities and have very interesting majors and courses you will not find elsewhere. Most financial aid will cover the entire cost of a community college education and class schedules typically run from early morning till late at night and even on the weekends, via telecourse, or online to accommodate those working or who have a family.

In conclusion, when choosing an experience vs a college, it is important to note, it can all be corrected and changed if at first you do not succeed, but time and money will be saved and experiences will be more positive if you put the time and research in up front and take care in finding a good fit. If you have narrowed your list down to a few colleges, write a list of all the pros and cons of each school, remove the NAME at the top of the list, carefully consider each school without knowing which school you are looking at. Perhaps the CSU schools far outshine the UCs or a small private college may now be attractive opposed to a large school like Berkeley. Enjoy the process and remember, the degree alone will not ensure a job or success. Remember, any information you get about college in general is based on the knowledge of who you are talking to, and no one is all knowing so take all information you receive, research it in great detail, and make the best choice for you and your future!

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## College Maps

The following maps show where colleges are located in the state of California by type of institution; University of California Campuses, California State University Campuses, Private Schools, and Community Colleges. Visit the websites listed and thoroughly research all your options. Even if you don't live near a school listed, they may offer a program partially or fully online so they are still worth looking into.

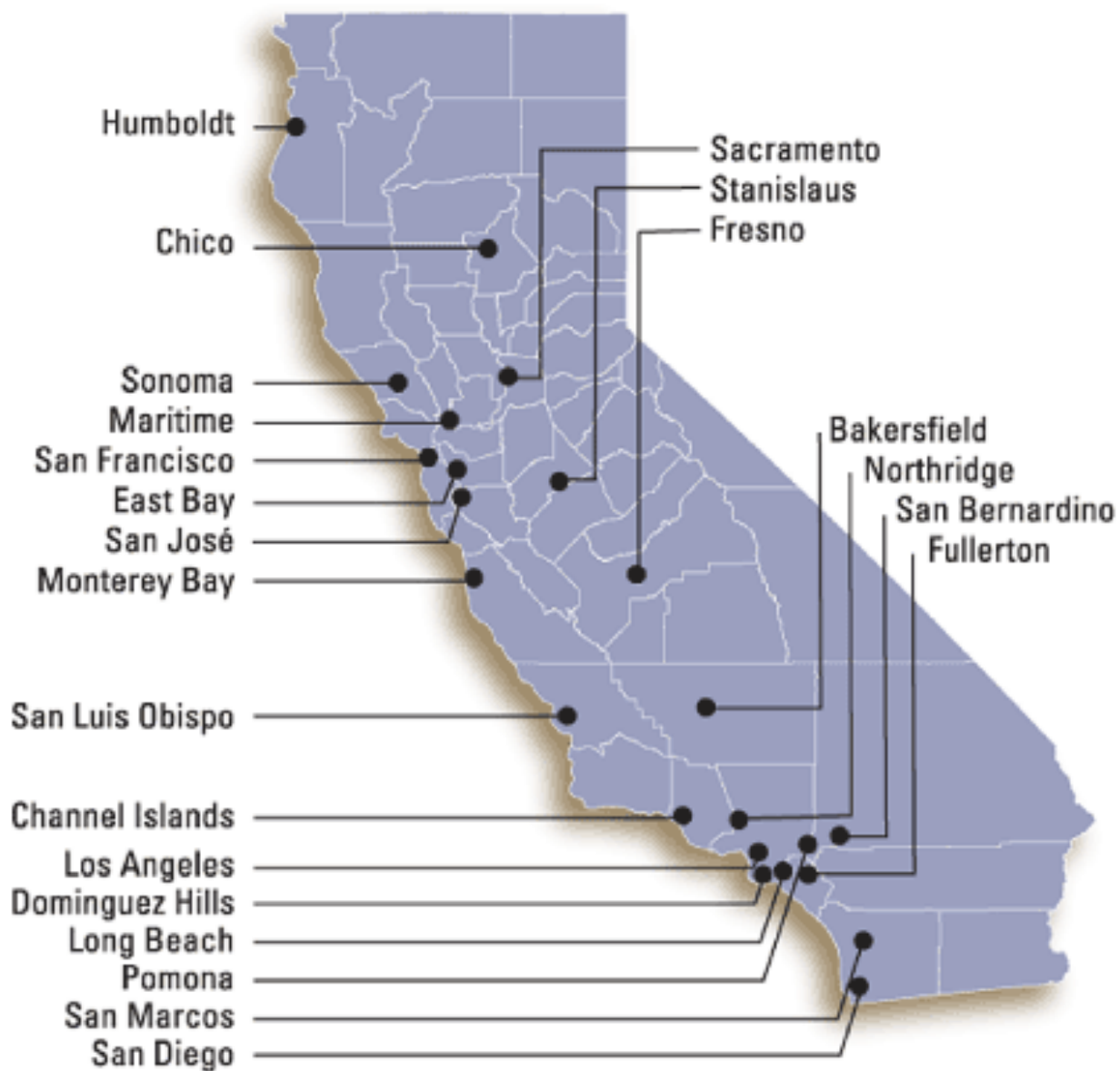
### **UC CAMPUSES-** <http://www.universityofcalifornia.edu>



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## CSU CAMPUSES- <http://www.calstate.edu>



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# Main AICCU Campuses by Region \*

## 1. Northern California (1)

Simpson University ..... Redding

## 2. SF Bay Area (19)

|                                       |               |
|---------------------------------------|---------------|
| California College of the Arts        | San Francisco |
| Calif. Institute of Integral Studies  | San Francisco |
| Dominican University of California    | San Rafael    |
| Golden Gate University                | San Francisco |
| Holy Names University                 | Oakland       |
| Institute of Transpersonal Psychology | Santa Clara   |
| Mills College                         | Oakland       |
| Notre Dame de Namur University        | Belmont       |
| Pacific Union College                 | Angwin        |
| Palo Alto University                  | Palo Alto     |
| Saint Mary's College of California    | Moraga        |
| Samuel Merritt College                | Oakland       |
| San Francisco Art Institute           | San Francisco |
| San Francisco Conservatory of Music   | San Francisco |
| Santa Clara University                | Santa Clara   |
| Saybrook University                   | San Francisco |
| Stanford University                   | Stanford      |
| Touro University - California         | Vallejo       |
| University of San Francisco           | San Francisco |

## 3. Central Valley (4)

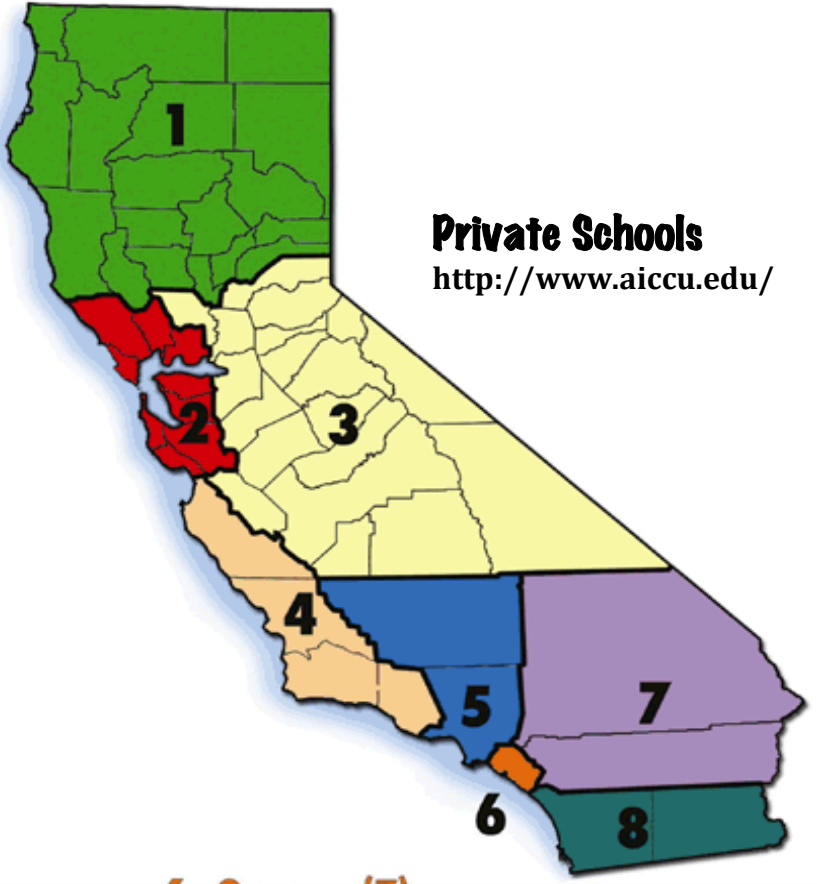
|                           |          |
|---------------------------|----------|
| Fresno Pacific University | Fresno   |
| Humphreys College         | Stockton |
| University of the Pacific | Stockton |
| William Jessup University | Rocklin  |

## 4. Central Coast (4)

|                                |               |
|--------------------------------|---------------|
| California Lutheran University | Thousand Oaks |
| Fielding Graduate University   | Santa Barbara |
| Thomas Aquinas College         | Santa Paula   |
| Westmont College               | Santa Barbara |

## 5. Los Angeles/Kern (30)

|   |                     |
|---|---------------------|
| American Academy of Dram. Arts L.A.     | Hollywood           |
| American Jewish University              | Bel Air             |
| Antioch University Los Angeles          | Los Angeles         |
| Art Center College of Design            | Pasadena            |
| Azusa Pacific University                | Azusa               |
| Biola University                        | La Mirada           |
| California Institute of Technology      | Pasadena            |
| California Institute of the Arts        | Valencia            |
| Chicago School of Prof. Psychology      | Los Angeles         |
| Claremont Graduate University           | Claremont           |
| Claremont McKenna College               | Claremont           |
| Harvey Mudd College                     | Claremont           |
| Keck Graduate University                | Claremont           |
| Loyola Marymount University             | Los Angeles         |
| Marymount College                       | Rancho Palos Verdes |
| Master's College, The                   | Santa Clarita       |
| Mount St. Mary's College                | Los Angeles         |
| Occidental College                      | Los Angeles         |
| Otis College of Art + Design            | Los Angeles         |
| Pacific Oaks College                    | Pasadena            |
| Pepperdine University                   | Malibu              |
| Pitzer College                          | Claremont           |
| Pomona College                          | Claremont           |
| Scripps College                         | Claremont           |
| So. California Univ. of Health Sciences | Whittier            |
| University of La Verne                  | La Verne            |
| University of Southern California       | Los Angeles         |
| Western University of Health Sciences   | Pomona              |
| Whittier College                        | Whittier            |
| Woodbury University                     | Burbank             |



**Private Schools**  
<http://www.aiccu.edu/>

## 6. Orange (7)

|  |              |
|--|--------------|
| Brandman University                        | Irvine       |
| Chapman University                         | Orange       |
| Concordia University                       | Irvine       |
| Hope International University              | Fullerton    |
| Laguna College of Art & Design             | Laguna Beach |
| Soka University                            | Aliso Viejo  |
| Vanguard University of Southern California | Costa Mesa   |

## 7. Riverside/San Bernardino (4)

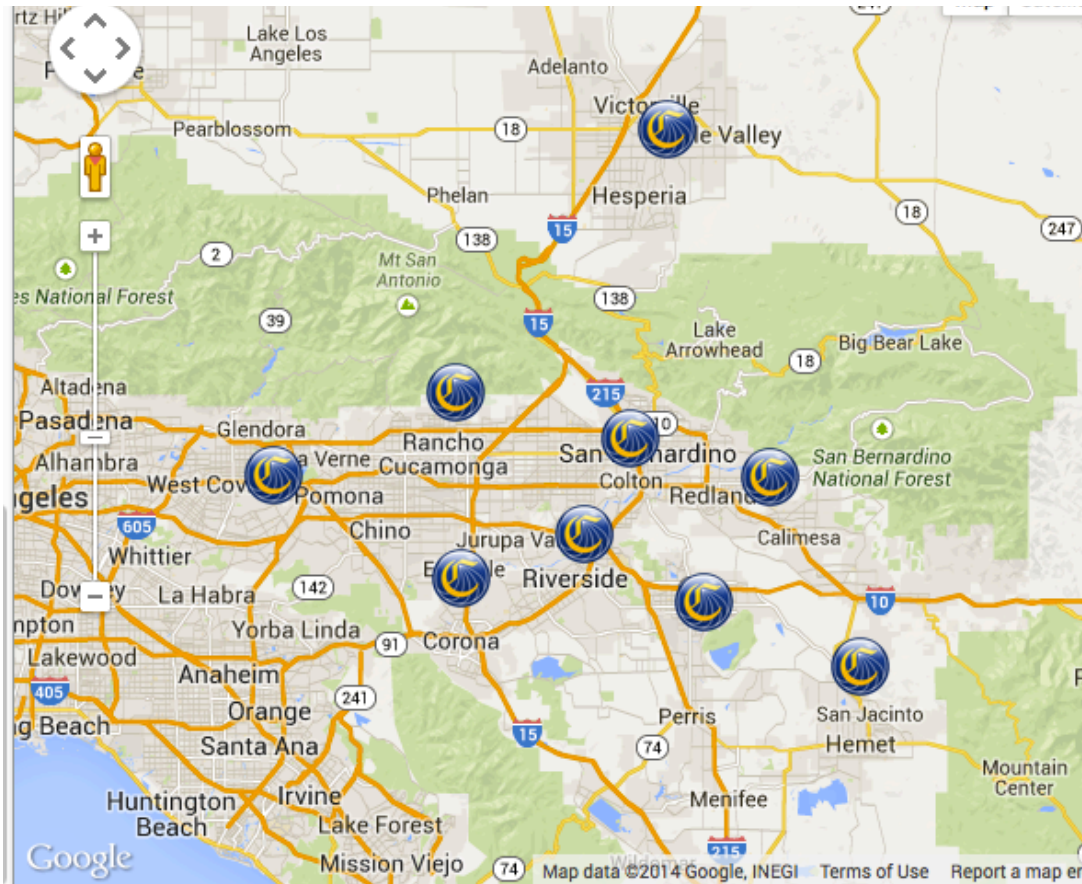
|                               |            |
|-------------------------------|------------|
| California Baptist University | Riverside  |
| La Sierra University          | Riverside  |
| Loma Linda University         | Loma Linda |
| University of Redlands        | Redlands   |

## 8. San Diego/Imperial (5)

|                                  |           |
|----------------------------------|-----------|
| Alliant International University | San Diego |
| National University              | La Jolla  |
| Point Loma Nazarene University   | San Diego |
| San Diego Christian College      | El Cajon  |
| University of San Diego          | San Diego |

\*See schools websites for satellite locations.





## **Inland Empire Community Colleges**

Chaffey College- [www.chaffey.edu](http://www.chaffey.edu)

Crafton Hills College- [www.craftonhills.edu](http://www.craftonhills.edu)

Moreno Valley College- [www.mvc.edu](http://www.mvc.edu)

Mt. San Antonio College- [www.mtsac.edu](http://www.mtsac.edu)

Norco College- [www.norcocollege.edu](http://www.norcocollege.edu)

Riverside City College- [www.rcc.edu/riverside](http://www.rcc.edu/riverside)

San Bernardino Valley College- [www.valleycollege.edu](http://www.valleycollege.edu)

Victor Valley College- [www.vvc.edu](http://www.vvc.edu)

## **California Community Colleges**

<http://californiacommunitycolleges.cccco.edu/>

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## Being Deliberate with Location

Set reality aside and imagine for a moment that you could live anywhere in the world. What things are important to you about the place you would live? Keep in mind, the world is a very large place and you can go anywhere. What do you like and dislike about where you are now? What would you change? Remembering that we know only what we have been exposed to, so how do you know where you want to live unless you have learned about EVERY OPTION? You were born somewhere and did not have a choice about where that was. Maybe you followed a job that did not work out and are now stuck in that city. Perhaps you have family who live nearby who also wish they could move, but they stay because of you and you stay because of them? When I say “set reality aside,” I mean, don’t think about how much it costs to get there, live there, or what you would do for work there. Think about what is important to you and look at countries, states, and cities that match those needs and desires.

| WEATHER             |                                      | LOCATION       |  |
|---------------------|--------------------------------------|----------------|--|
|                     | Rain                                 |                | Walking Distance to Downtown           |
|                     | Snow                                 |                | 5-10 Minute Drive to Downtown          |
|                     | Sunshine                             |                | 15-30 Minute Drive to Downtown         |
|                     | 4 Seasons                            |                | 1 Hour to major city                   |
| <b>CLIMATE</b>      |                                      |                | 2+ hours to major city                 |
|                     | Ocean                                | POPULATION     |  |
|                     | Mountains/ Lakes/<br>Rivers/ Forrest |                | Under 1,000                            |
|                     | Desert                               |                | Under 10,000                           |
|                     | Plains/ Farmland                     |                | Under 50,000                           |
| <b>DEMOGRAPHICS</b> |                                      |                | Under 100,000                          |
|                     | Retirees                             |                | 100,000 +                              |
|                     | College                              | ATTRIBUTES     |  |
|                     | Families                             |                | Cultural Diversity                     |
| <b>CLOSE TO</b>     |                                      |                | Low Crime                              |
|                     | Parks                                |                | Good School Districts                  |
|                     | Hiking Trails                        |                | Civic and Community Engagement         |
|                     | Sporting Events                      |                | Reputation for area of career interest |
|                     | Museums                              | TRANSPORTATION |  |
|                     | Concerts/ Clubs                      |                | Airport                                |
|                     | Arts/ Theater                        |                | Public Transportation                  |
|                     | Colleges/<br>Universities            |                | Bike Lanes                             |
|                     | Medical Facilities                   |                | Ports                                  |

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## Work Exchange Websites

There are many websites where you can find work exchange opportunities. This means that you will work or volunteer in exchange for room and/or board, or, sometimes, a small stipend. These programs are a great option if you want to travel the US or abroad, consider relocating to a new area, or if you are unemployed and have nowhere to go and no way to support yourself. If you are homeless at present, if you can get enough money to get a bus ticket or an airline ticket, this also gives you the opportunity to pick up and relocate, and have housing while you get back on your feet. This is also a great option for foster care youth aging out with no where to go, and maybe for retirees who can't afford to live on social security alone. Placement for some of these opportunities can be a day or a year; it is all up to you and the host. The important thing about using these sites is to use your common sense and to be safe. It should be a win win situation where your needs are met and the host's needs are met. ALWAYS do your research, try to Skype with the hosts and get to know them before you commit, ask to see video of their home and your living conditions, get a clear understanding of the work expected, and don't put yourself in dangerous situations. These programs are also a good way to build your resumes, try new things, gain new skills, and learn about new cultures and ways of life.

[www.workaway.info](http://www.workaway.info)

I have personally used this, not to travel, but to host people from countries like Mexico, Austria, Canada, Italy, and Germany. We love it. The girls have been wonderful, self-motivated, and instantly became part of our families while they lived here in exchange for 25 hours of help around the house and with the kids. You can volunteer at organizations, with families, at hostels and resorts, on farms, etc.

[www.helpx.net](http://www.helpx.net)

This site appears to have a lot more labor-based opportunities than Workaway, so make sure you are up for the duties described, but there are some interesting places and people to look into.

<http://www.wwoof.net/>

Primarily for people looking to work on organic farms or in sustainable communities. A whole new way of life to explore.

<http://www.volunteer.gov/>

A government based volunteer site that posts opportunities to volunteer with the US government. Some include room and board, others a small stipend, others, just experience. Great for people who are young and looking to gain experience and travel and those who are retired and looking to travel on a dime and meet interesting people along the way. Great for seasonal workers too.

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[www.idealists.org](http://www.idealists.org)

I love the opportunities on this site. So many unique and fun experiences. To find the work exchange programs, click on volunteer and scroll down on the left to the bottom and click on stipend and/or housing available. I have seen things like volunteering at surf schools 3 hours a day in Australia, doing social media for an animal group 4 hours a day in the Gallapagos, and teaching English Abroad in exchange for room and board and/or small stipends.

[www.floatplan.com](http://www.floatplan.com)

If you have a passion for sailing, this site allows you to find paid and unpaid positions all over the world. An amazing opportunity to travel and receive room and board in the process or even relocate somewhere you find appealing along the way. Short and long term voyages available for all levels of mates, skilled and non-skilled.

<http://www.acacamps.org/jobs>

From summer temporary assignments to full time careers, the American Camp Association offers job listings for all ages and abilities. A great way to travel, share an expertise like archery, hiking, dance, fishing, drama, cpr/first aid, office skills, cooking, etc. There is a place for everyone all over the US. Apply early for the best opportunities and placements. Many offer room and board plus compensation and time off. There are lots of websites out there offering databases of camps that fit every interest; do your research and find the right one for you.

[www.work-for-rvers-and-campers.com](http://www.work-for-rvers-and-campers.com)

This is just one of the websites dedicated to listing work for people on wheels that give you an opportunity to work and stay for a reduced or free rate at local parks and even earn a stipend or hourly wage while you stay. Also check out nationally known campgrounds like KOA for their work programs as well as your state and county parks.

\*\*\*\*\*

## **HOUSE SITTING**

Another increasingly popular way to travel and get a free place to stay is housesitting. There are a whole host of websites you can google and sort through, some better looking than others, that offer this opportunity. Imagine staying in a Hawaiian Cottage on the Beach taking care of the garden and the dogs while the owner is away for 6 months and living rent free. If you are in transition, looking to explore new locations, trying to relocate for a new employment opportunity, etc., this may be of interest to you! Again, always be safe and make sure you see where you are going and know what the arrangement and expectations will be

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***Most libraries have special job search desktop or laptop computers you can request which allow you extended use time compared to the public computers. Ask at the front desk to see if this is available at your library.***

## **Library Databases/ E-Resources/ Classes**

The library offers a host of FREE services to aid you in your employment search called databases or sometimes e-resource, but you must access the databases through the library website directly from the library or at home. Each year libraries purchase subscriptions to databases that best meet the needs of their patrons so you don't have to pay a fee to use them on your own. Most of the databases will ask for your library card number, so have it handy. Each library or library system offers a different selection of databases so it is important to check as many libraries as you can and try to gain access to their databases what is able to assist you as you navigate through this process. Libraries also offer a variety of classes to aid you in your educational and career pursuits. We have included some basic classes offered at each library on a regular basis but check their websites and at the information desk for additional offerings.

### **A-Z DATABASES**

Using this database you can find businesses in a specified geographic area based on your interest, key words, number of employees, etc. I personally prefer Reference USA but it is only available through the Riverside County Libraries and San Bernardino City Library. They are virtually the same, but layout is different and there are more search options in Reference USA. They both work in helping you uncover the proactive job market where you decide which companies are of interest to you based on interest and location, and then you check their websites weekly for new openings. If your library has this, check it out and if you like it, maybe also get a card to a system that has Reference USA and compare the two programs.

### **BRAINFUSE/ JOB NOW**

This database gives you access to tutoring and tutorials to prepare you for the GED and the US Citizenship test. They also offer Microsoft Office tutorials and tutors, a resume template, and tutorials and practice tests for all sorts of subjects. You can even submit your resume and cover letter to get feedback from a writing tutor. An excellent resource to prepare for testing, build your skills, or learn new skills.

### **CAREER CRUISING**

This is a great place to start if you are feeling at a loss in terms of what you want to do for work, college, or trade school. You can take career assessments, learning style assessments, explore careers in various fields, and even compare schools, majors, and financial aid options. The site is also offered in Spanish.

## **CAREER TRANSITIONS**

Offers assistance creating resumes and cover letters, applying and preparing for interviews and discovering career interests. Their most popular feature is interactive interview prep with a real person online. They also offer some new features this year like matching military experience to civilian work experience and a “day in the life”. A great resource with a variety of tools to help you launch your job search from start to finish.

## **JOB SCOUT**

Available in English and Spanish, this program is ideal for those who have little to no computer experience, but also has valuable tools for computer pros. You can earn over 30 badges through self-paced lessons on subjects like setting up an email account, using Facebook, Twitter, and LinkedIn, using search engines, how to be safe on craigslist, creating a resume, applying for jobs online, taking online employment exams, working for temp agencies, applying for government jobs, etc. This resource is FREE and you can pick and choose what lessons you want to take.

## **LEARNING EXPRESS**

A great resource for all ages. They offer basic adult learning tutorials that help improve math, reading, writing, speaking, and grammar; Citizenship test prep; Those preparing for college placement exams can take practice tests, read ebooks, and use tutorials in math, reading, grammar, science, etc. If you are trying to learn Microsoft programs, how to draw and illustrate on the computer, or how to navigate a computer operating system, this resource has you covered with beginning to advanced lessons. Learning Express also offers information about various careers, preparation for occupational exams, information on how to join the military, and much more. They even offer ebooks on careers changing for veterans and how to use your military advantage. A great resource to browse, even for school age children as they prepare for grade level testing and exams. They also offer resources in Spanish.

## **MANGO**

Learn over 60 languages through real conversational software that is fun and engaging. A wonderful free resource for the entire family.

## **REFERENCE USA**

Reference USA can be accessed through very few libraries as it is very expensive, but a wonderful resource. A-Z databases is available at some of the other libraries and is similar. When you get inside the program after entering your library card, consider taking a tour. There are lots of ways to use Reference USA and it can be overwhelming at first. All the lists by location and industry you see in the handbook were created using Reference USA. Most people job search based on what they see is open online or in the newspaper, but when you know who the large employers are in the community, you can find out exactly how they advertise and watch their listings weekly. In Reference USA you can pull lists all over the US based on geography, size, amount of \$ spent on advertising, number of computers, newest companies, female headed companies, etc. The options are countless. You can even search for employers in your neighborhood and on your bus route or commute path. The lists provided in the handbook may not be 100% accurate as sometimes information gets reported incorrectly, but it is a good start. As you build queries be



sure to push update to have it show you how many results you are at. If it I too many, then narrow, if it is two few, adjust your query to be more broad. Here are my favorite searches:

If you are in marketing or advertising:

Try looking at companies that spend the most money on advertising in your local area and you can potentially find companies that hire more marketing personnel than other companies.

If you are into computer networking, repair, or operation

Try looking at the companies that have reported the most PCs on site. Chances are there are more jobs for you there than other places.

If you speak another language or are not a US Citizen:

Try looking for companies that have a foreign-based headquarters in the country where your language is spoke. You will instantly become more valuable to them if you can speak the language spoke at headquarters. Moreover, if you are not a US Citizen and are looking for sponsorship and not having luck, perhaps you can get a job back in your home country if the headquarters are there but be placed to work here in the US and receive sponsorship.

If you are a consultant or want to get in from the bottom up:

Try looking at new companies listed in the database by typing in the start year as the present year. They may have not hired all the key personnel yet or may not have the budget to hire full time employees in each area and may need to hire consultants to do things like accounting, computer work, skilled trades, etc. Moreover, they may grow rapidly and be hiring new employees often and quickly.

If you don't have transportation, use public transportation, want to carpool, etc.:

Use the map based search under geography and draw your transportation route. The database will show you companies within x number of miles from that route to help you plan your job search proactively. You can also put in two points and it will find you employers between the two places which is great if you commute to and from two places or want to carpool with someone.

If you want to work for a company similar to your last job:

Use the employer search feature and type in the name of the last company you worked for. Once you find it, get their SIC /NAICS Codes. To learn more about what these are go to <http://siccode.com> You can then type in their code and by also using the geography feature, find companies similar to them (or even their competitors) in your local area.

There are endless ways to use Reference USA. To prevent marketing companies from using it for data-mining, it is difficult to download and print all the results, so I typically use the print screen feature on my computer to capture the screens and print the PDFs that are created. You can also read all about the companies by clicking on them.



### Free Databases by Library

These libraries have the following databases available to the public free of charge through their website. If your library is not listed, check their website to see what they offer or visit one of these libraries to obtain a library card and start accessing their free services.

|                                  | A-Z<br>Databases | Reference<br>USA | Career<br>Cruising | Job Scout | Learning<br>Express | Brainfuse/<br>Job Now | Career<br>Transitions | Mango | Tuition<br>Funding<br>Source |
|----------------------------------|------------------|------------------|--------------------|-----------|---------------------|-----------------------|-----------------------|-------|------------------------------|
| Beaumont Library                 |                  |                  |                    | x         |                     |                       |                       |       | X                            |
| Colton Public Library            |                  |                  |                    |           |                     |                       |                       |       |                              |
| Corona Public Library            | x                |                  |                    |           |                     |                       |                       |       |                              |
| Hemet Public                     |                  |                  |                    |           |                     | x                     |                       | z     |                              |
| Inyo County Library              |                  |                  |                    |           |                     |                       |                       | x     | X                            |
| Moreno Valley Public<br>Library  |                  |                  |                    |           | x                   |                       |                       | x     | X                            |
| Murrieta Public Library          | x                |                  |                    |           | x                   | x                     |                       | x     | X                            |
| Ontario City Library             | x                |                  |                    | x         | x                   |                       |                       | x     |                              |
| Palm Springs Public<br>Library   |                  |                  |                    |           |                     | x                     |                       | x     | X                            |
| Riverside County<br>Libraries    |                  | x                |                    |           |                     | x                     | x                     | x     | X                            |
| Riverside Public<br>Library      |                  |                  |                    | x         |                     | x                     |                       | x     | X                            |
| San Bernardino Public<br>Library |                  | x                |                    | x         | x                   | x                     |                       | x     | X                            |
| Upland Public Library            | x                |                  |                    | x         |                     |                       | x                     | x     | X                            |
| Victorville Public<br>Library    |                  |                  |                    |           |                     |                       | x                     |       |                              |

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### Free Library Services\*

Below is a **partial** listing of services offered at libraries participating in Career Vision 2014/2015. Check the website or visit your local library to find out about additional offerings. New courses, workshops, and services are being added all year long.

|                               | Computer Classes | Literacy Classes | * Passport Services (fee) | Business Classes | Employment Workshops | Citizenship Classes | Drivers License Exam Prep | ESL | Writing Classes |
|-------------------------------|------------------|------------------|---------------------------|------------------|----------------------|---------------------|---------------------------|-----|-----------------|
| Beaumont Library              |                  | x                |                           |                  |                      |                     |                           |     |                 |
| Colton Public Library         | x                | x                |                           |                  |                      |                     |                           |     |                 |
| Corona Public Library         | x                |                  | x                         |                  | x                    |                     |                           |     |                 |
| Hemet Public Library          |                  | x                | x                         |                  |                      |                     |                           |     |                 |
| Inyo County Library           |                  |                  |                           |                  |                      |                     |                           |     |                 |
| Moreno Valley Public Library  | x                | x                |                           |                  |                      |                     |                           |     |                 |
| Murrieta Public Library       |                  |                  |                           |                  |                      |                     |                           |     |                 |
| Ontario City Library          | x                | x                |                           | x                | x                    | x                   | x                         | x   | x               |
| Palm Springs Public Library   | x                |                  |                           |                  |                      |                     |                           |     |                 |
| Riverside County Libraries    | x                | x                |                           |                  | x                    |                     | x                         | x   | x               |
| Riverside Public Library      |                  | x                |                           |                  |                      |                     |                           |     |                 |
| San Bernardino Public Library | x                |                  |                           |                  |                      |                     | x                         |     |                 |
| Upland Public Library         |                  | x                | x                         |                  |                      |                     |                           |     |                 |
| Victorville Public Library    | x                |                  |                           |                  |                      |                     |                           |     |                 |

## Largest Employers in the Inland Empire by Industry

### **Agricultural/ Forestry/ Landscape Related Companies**

Adame Landscape  
 Agri Empire  
 America West Landscape  
 Azteca Landscape  
 Belk Farms  
 DL Long Landscaping  
 Desert Concepts Landscaping  
 DI Mare Fresh Indio Inc.  
 Excel Landscape Inc  
 FCP Inc.  
 Fisher Ranch Corp  
 Forestry and Fire Protection  
 California Department of Forestry and Fire  
 Protection  
 FS Commercial Landscapes  
 Golden Acre Farms  
 Hort Tech  
 Kirpatric Landscaping Service  
 L&L Nursery Supply  
 Lazaro Renteria Farm Labor  
 Lucky Star Marketing  
 Mariposa Horticultural Ent  
 Mowbray's Tree Service  
 Nissho of California  
 Oasis Date Gardens  
 Pack Ryt Inc  
 Park West  
 Professional Design Assoc  
 Scots Co  
 Sierra Landscape Co  
 Southern California Sandbags  
 Sun Rich Fresh Foods  
 Sunkist Growers  
 Sunshine Landscape  
 Thermiculture Management  
 Total Landscape Care  
 Tru Green Land Care  
 Valley Crest Landscape  
 Vintage Landscape

### **Construction/ Building Related Companies**

A&M Home Builders  
 An-Wil Inc  
 Arizona Pipeline Co  
 ASR Constructors

Berck's Family Plumbing Heating and Air  
 California Pools  
 Channell Commercial Corp  
 Chino Public Works Department  
 Creative Stone Manufacturing  
 Erosion Control  
 Grand Pacific Building Service  
 Granite Construction  
 Inland Empire Utilities Agency  
 J Ginger Masonry  
 Jeff Kerber Pool Plastering  
 Lewis Homes  
 Moreno Valley Public Works  
 Northrop Grumman  
 Pacific Lath and Plaster  
 PAR Electrical Contractors  
 Precision Plastering  
 Restoration Technologies  
 Roupe's Renovations  
 Skanska USA Civil West  
 Wilden Pump and Engineering  
**Financial/ Banking/ Accounting/ Real Estate Related  
 Companies**  
 A-check America  
 California bank and trust  
 Commonwealth land title insurance  
 Easyfunding.com  
 Estate escrow  
 Fin-west group  
 First class realty  
 First Mortgage Corp  
 Imperial Western Products  
 King realtors  
 Lending Tree  
 Merrill lynch wealth management  
 National one Mortgage company  
 Paramount residential Mortgage  
 Provident financial holdings  
 Provident savings bank  
 Superior Mortgage Corp  
 Tarbell realtors  
 Pitney Bowes Presort Services  
 Wilden Pump and engineering

**Manufacturing (food, materials, medicine, electronics, products, etc.) Companies**

220 Laboratories  
 Abbott Vascular Inc  
 American Security Products  
 Anheuser-Busch Sales  
 BBB Industries  
 Biscomerica Corp  
 Caddock Electronics Inc  
 Care Fusion  
 Cargo Solutions  
 Carpenter Co  
 Channell Commercial Corp  
 CIRCOR Aerospace inc  
 Closet Maid Corp  
 Coca Cola Bottling Corp  
 Desert Arc  
 Desert Sun  
 El Mojave  
 Fender Musical instruments  
 First American Card Services  
 Fleetwood Homes  
 Forged Metals Inc  
 Frito Lay  
 Granite Construction  
 Hansen Beverage  
 Harte- Hanks Inc  
 Highland Plastics  
 Imperial Western Products  
 International Rectifier Corp  
 Jensen Precast  
 La-Z-Boy Furniture Galleries  
 Luxfer Gas Cylinders  
 Mag instrument Inc.  
 Milgard Manufacturing Inc.  
 Mission Linen and Uniform Services  
 Monster Beverage Corp  
 National Oilwell Varco  
 Payroll  
 Pentair Water Group  
 Pepsi Bottling Group  
 Prime-Line Slide Co  
 Professional Hospital Supply  
 Quad/ Graphics Inc  
 Ream Inc  
 Safarliand LLC  
 San Bernardino County Sun  
 Searles Valley Minerals  
 Sierra Aluminum Co  
 Silvercrest

Skanska USA Civil West  
 Solar Link Int Inc  
 South Coast Winery Resort-Spa  
 Super Care Inc  
 Superior Windows and Doors  
 Swiss Dairy  
 Tamco  
 TST Inc  
 UTC Aerospace Systems  
 Wilden Pump and Engineering LLC  
 Window Logic Corp

**Transportation Related Companies**

American Medical Response  
 Ameritech Inc  
 BNSF Railway Co  
 Channell Commercial Corp  
 Dalton Trucking  
 Dhe-Dependable Highway Express  
 Eastern Municipal Water District  
 Economy  
 FedEx Ground  
 First Transit Inc  
 Gardener Trucking  
 Inland Empire Utilities Agency  
 Las Vegas La Express  
 New Breed Logistics  
 NFI Distribution  
 Omnitrans  
 Ontario international Airport  
 Pacific Motor Trucking  
 Riverside Transit Agency  
 San Bernardino County Info  
 Sun Line Transit Agency  
 UPS Freight  
 UPS Regional Air Hub

**Retail Companies**

American Eagle Wheel Corp  
 Ashley Furniture Home store  
 Augustine Casino  
 Bass Pro Shops  
 Big Lots Distribution Center  
 Coachella Valley Water District  
 Dart Container Corp  
 Del Taco  
 Eastern Municipal Water District  
 Fender Musical Instruments  
 Grand Hyatt- Champion Resort  
 Handsome Rewards  
 Hussmann Corp  
 JW Marriot

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La Quinta Resort and Club  
 Mission Inn Hotel and Spa  
 Moss Brother Honda  
 Omnitrans  
 Rancho Springs Medical Center  
 Renaissance Esmeralda  
 Restoration Technologies  
 Riverside Transit Agency  
 Spotlight 29 Casino  
 Starcrest of California  
**Wholesale/ Distributer Companies**  
 Abbot Vascular Inc  
 Agua Calliente Casino Resort  
 American Eagle Wheel Corp  
 Better Beverages  
 Big Lots Distribution Center  
 Dart Container Corp  
 Deutsch Co  
 Eastern Municipal Water District  
 Frito-Lay Inc  
 International Rectifier Corp  
 Lowe's Distribution Center  
 Manheim Southern California  
 NFI Distribution  
 Professional Hospital Supply  
 Ralphs Distribution  
 Safariland LLC  
 Sams Club Distribution Center  
 San Antonio Community Hospital  
 Searles Valley Minerals  
 Sun World Intl LLC  
 Target Distribution  
 United Natural Foods  
 VA Medical Center  
 Valley Pride  
 Walgreens Distribution Center  
 Walmart Distribution Center  
**Hotels and Resorts**

Agua Caliente Casino and Resort  
 Big Bear Mountain Resorts  
 Grand Hyatt-Champion Resort  
 Hotel and Fantasy Springs  
 JW Marriott  
 La Quinta Resort and Club  
 Miramonte Resort and Spa  
 Mission Inn Hotel and Spa  
 Morongo Casino Resort and Spa  
 Mountain High Ski Resort  
 Palm Springs Riviera Resort  
 Pechanga Resort and Casino

Rancho Las Palma Resort and Spa  
 Renaissance Esmeralda  
 Snow Summit Mountain Resort  
 Snow Valley LLC  
 Stagecoach Motor Inn  
 Westin Mission Hills Resort  
**Business Services**  
 Adecco  
 America & Labor Supply  
 Barrett Business Services Inc  
 Colt Carpet and Drapery Cleaner  
 Desert Arc  
 Environmental Systems Research Inc (ESRI)  
 Fender Musical Instruments  
 G4s Secure Solutions USA  
 Guard System Inc  
 Guardsmark  
 Guthy-Renker Corp  
 Hyde and Hyde Inc  
 Inland Empire Utilities Agency  
 Manheim Southern California  
 Mr Clean Maintenance Systems  
 New Breed Logistics Inc  
 Pentair Water Group  
 Pitney Bowes Presort Service  
 Press Enterprise  
 Securitas Security Services  
 Time Rack  
 Universal Packaging Systems  
 Universal Protection Services  
**Auto Related Companies**  
 A one Auto Center  
 AAA insurance  
 Auto Glass America  
 Avis Rent a Car  
 BAE Systems  
 BMW of Riverside  
 Citrus Motors Auto Body  
 Complete Coach Works  
 Diamond Valley Auto Group  
 Dodge Moss Motors  
 Doral Desert Princess Resort  
 Dutton Motor Co  
 El Dorado National  
 Fiesta Ford Lincoln  
 Gosch Ford  
 Hemborg Ford  
 Jessup Auto Plaza  
 Litter Sisters Truck Wash  
 Mobile Modular Management Corp

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National Car Rental  
 Paradise Chevrolet Cadillac  
 Parking Concepts  
 Parking of America  
 Quick Lane Palm Springs Motors  
 Rancho Ford Lincoln  
 Riverside Detailers  
 Ryder  
 Savon Smog  
 Star Auto Parts  
 Toyota of San Bernardino  
 Toyota of Temecula  
 Transtar industries  
 Travel Center of America  
 Victorville Motors  
 Xpress Auto Services  
 Yucaipa Tire Store

**Political Organizations (good for volunteer work and internships)**

Republican Party of Riverside  
 Republican Women Federated  
 Republican Party Head Quarter San Bernardino  
 Republican Lincoln Club of Coachella Valley  
 Libertarian Alliance Riverside  
 High Desert Republican Headquarters  
 Environmental Advocacy Highland  
 East Valley Republican Women  
 Democrats of the Desert  
 Democrats of the Greater Riverside  
 Democratic Foundation

**Motion Pictures/ Theater/ Museums/ Casinos/ Recreation**

Augustine Casino  
 Bartow Station  
 Bass Pro Shops  
 Bighorn Golf Club  
 Castle Park  
 Children's Discovery Museum  
 Clear Channel Media and Entertainment  
 Coachella Valley Parks and Recreation  
 Dave and Busters  
 Dumps1cc Entertainment  
 Full Service Media  
 Get Fit Clinic Personal Training  
 Global Recording  
 Golden Era Productions  
 Hotel at Fantasy Springs  
 John Purdy inc  
 JW Marriott  
 La Quinta Golf Course

La Quinta Resort and Club  
 Lake Perris Recreation Area  
 Living Desert  
 McCallum Theatre  
 Miramonte Resort and Spa  
 Mission Hills Country Club  
 Morongo Casino Resort and Spa  
 Motion Picture Hall of Fame  
 Palm Springs Art Museum  
 Pechanga Resort and Casino  
 RR Donnelly & Sons  
 San Manuel Band of Mission Indians/ Casino  
 Soboba Casino  
 Spa Casino  
 Spotlight 29 Casino  
**Hospitals/ Nursing Homes/ Medical Related Companies and Organizations**  
 Abbot Vascular  
 Addus Health Care  
 Affordable Companion Care  
 AFVW Health Center  
 AfVW Heath Center  
 Air Force Village West Inc  
 American Medical Response  
 Arrowhead Regional Medical Center  
 Barstow Community Hospital  
 Beaver Medical Group  
 Betty Ford Center  
 Blood Bank of San Bernardino  
 Blythe Nursing Care Center  
 Braswell Colonial Care  
 Cedar House Rehabilitation  
 Chino valley Medical Center  
 Corona Regional Medical Center  
 Desert Knolls Convalescent  
 Desert Regional Medical Center  
 Desert Valley Hospital  
 Eisenhower Medical Center  
 Emeritus at Rancho Mirage  
 Fountains at the Carlotta  
 Gardens-Hillsborough Village  
 GNC  
 Hemet Valley Medical Center  
 Heritage Gardens Health Care  
 Hi Desert Medical Center  
 Home instead Senior Care  
 Hospice of the Valleys  
 Inland Respite Inc  
 Inland Valley Medical Center  
 John F Kennedy Memorial Hospital

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Kaiser Permanente  
 Loma Linda University and Medical Center  
 Lucy Curci Cancer Center  
 Manocare Health Services  
 Menifee Valley Medical Center  
 MFI Recovery Center  
 Miravilla  
 Montclair Hospital  
 Moreno Valley Community Hospital  
 Oasis Mental Health Treatment  
 Parkview Community Hospital  
 Plymouth Village Nursing  
 Rancho Specialty Hospital  
 Rancho Springs Medical Center  
 Reche Canyon Rehab and Health Center  
 Redlands Community Hospital  
 Riverside Center  
 Riverside Community Hospital  
 Riverside County Regional Medical Center  
 Riverside Medical Center  
 Riverside Medical Clinic  
 Robert E Bush Naval Hospital  
 Robert H Ballard Rehab Hospital  
 San Antonio Community Hospital  
 San Gorgonio Memorial Hospital  
 Someford place  
 St. Mary's Medical Center  
 Sterling Senior Communities  
 Super Care Inc  
 Totally Kids Specialty Health  
 Upland Rehabilitation and Care  
 VA Medical Center Loma Linda  
 Victor Valley Community Hospital  
 Village Health Care  
 Visiting Nursing Association  
 Vista Cove Care Center  
 Vista Hospital of Riverside  
 VITAS Hospice

#### **Legal**

ABI Document Support Services  
 Best Best and Krieger LLP  
 Bonnie R Moss & Assoc  
 Bradford & Barthel Law Offices  
 Department of Justice  
 Fernandez & Lauby  
 Firm  
 Gresham Savage Nolan & Tilden  
 Kampf Schiavone & Assoc  
 Lawyers Title  
 Lewis Brisbols Bisgaard Smith

Patrick McDonough Law Office  
 Professional Lawyer Group  
 Reid Hellyer  
 Ripley & Associates Law Offices  
 Riverside County Child Support  
 RSP & Associates  
 San Bernardino County Courts  
 Thompson & Colegate  
 Youth Correctional Facility

#### **Education**

Argosy University  
 Arrowhead Christian Academy  
 Baldy View Regional School  
 Barstow Community College  
 Blue Mountain Academy  
 Cal Baptist  
 Cal State University San Bernardino  
 California School for the Deaf  
 Chaffey College  
 Copper Mountain College  
 Crafton Hills College  
 Everest College  
 Kaplan College  
 La Sierra University  
 Linfield Christian Academy  
 Loma Linda University  
 Mission Bell Academy  
 Mt. San Jacinto College  
 Palo Adventures Summer Camp  
 Redlands Arts Association  
 Redlands Christian Schools  
 Regional Occupational Program  
 Riverside Christina Schools  
 Riverside Community College  
 UCR  
 UCR Extension  
 University of Redlands  
 Western Christian School  
 Youth Training School

#### **Social Services**

Access  
 Adoption Services San Bernardino  
 Advance Enterprise  
 American Cancer Society  
 Apple Valley Christian Care  
 ARC Riverside  
 Arrowhead United Way  
 Assistance League  
 Betty Ford Center  
 Boy Scouts of America

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|--|---|
| Braswell Colonial Care                   | Rancho Springs Medical Center           |
| California Family Life Center            | Redlands Art Association                |
| California Mentor                        | Redlands Meals on Wheels                |
| Camp Maranatha                           | Riverside public Social Services        |
| Cedar House Rehabilitation               | Riverside Recovery Resources            |
| Child Protective Services                | Silent Valley Club Inc                  |
| Childhelp USA                            | South Coast Community Services          |
| Coachella Valley Housing Coalition       | Sun City Gardens                        |
| Coastal Pacific Food Distribution        | Sun Health                              |
| Colorado Water District                  | Sunrise at Alta Loma                    |
| Community Care and Rehabilitation Center | Torres Martinez Tribal Office           |
| Creative Home Programs                   | Unlimited Frontiers                     |
| Crown Pointe                             | Upland Rehabilitation and Care          |
| EMQ Families First                       | Valencia Palms Nursing Center           |
| Girl Scouts San Gorgonio                 | Valley Christian Home Retire            |
| HELP Center                              | Victor Valley Memorial Park             |
| Help Hospitalized Veterans               | VIP Tots                                |
| Hillview Acres Children's Home           | Visiting Angels Living Assistance       |
| Indio Community Center                   | Riverside Center Behavioral             |
| Inland Behavioral and health Services    | Riverside Christian School              |
| Inland Christian Home                    | Riverside Public Social Services        |
| Inland Empire United Way                 | Riverside County                        |
| Inland Regional Center                   | Robert H Ballard Rehab Hospital         |
| Inland Valley Foster Parent              | San Bernardino County                   |
| Integrated Care Communities              | Salvation Army                          |
| Jasmin Terrace                           | Sheriff Training Academy                |
| Job Service                              | Silent Valley Club Inc                  |
| Knolls West Convalescent Hospital        | Upland Rehabilitation and Care          |
| Life Care Center of Menifee              | WIC                                     |
| Lions Park West Community Center         | YMCA                                    |
| Loma Linda University                    | Youth Service Center                    |
| Lucy Curci Cancer Center                 | <b>Technology/ Science/ Electronics</b> |
| Magnolia Rehab and Nursing Home          | Air Force Village West Inc.             |
| Manorcare Health Service                 | BBB Industries                          |
| Martha's Village and Kitchen             | Caddock Electronics                     |
| MFI Recovery Center                      | Care Fusion                             |
| Montessori in Redlands                   | CIRCOR Aerospace Inc                    |
| North American Medical Management Care   | ESRI                                    |
| Oakmont of Chino Hills                   | Lucky Star Marketing                    |
| Pathway Inc                              | Motivational Fulfillment Packaging      |
| Peppermint Ridge                         | NASA                                    |
| Plymouth Village                         | Northrop Grummman                       |
| Premier Healthcare                       | Quad Graphics                           |
| Rancho Cucamonga Senior Center           |   |

## Largest Employers by Area

This was created using Reference USA by geography and number of employees. Being listed on this list is not an endorsement of these companies it is just a great place start when looking for jobs proactively at a local level. Because they are supposedly the largest employers in each city that means they may have more job openings than smaller establishments that employ 1-20 people. Find out how each company advertises, determine if you have an interest in them, and read every job opening they have.

### Largest Employers in California

|                                   |                                   |
|-----------------------------------|-----------------------------------|
| 32 <sup>nd</sup> St Naval Station | Navel Air Warfare Center          |
| AAA Northern CA, Nevada, and Utah | Navel Construction Battalion      |
| Alta Bates Summit Medical Center  | Nestle                            |
| Amcheck Inc                       | Novartis Vaccines and Diagnostics |
| Amgen Inc                         | Ontario International Airport     |
| Applied Materials                 | Oracal Corp                       |
| Armando Entertainment             | Paramount Petroleum Corp          |
| Berkeley National Labs            | PG&E Corp                         |
| Blue Shield of California         | Phillips Lumlieds Lighting        |
| Bowing Co                         | Pro Parts                         |
| Broadcom Corp                     | Raytheon                          |
| California Physicians Ins Corp    | Restoration Technology            |
| California State Universities     | Roupe's Renovations               |
| Cedars-Sinal Medical Ctr          | San Diego Navel Medical Center    |
| Chevron Corp                      | Santa Clara Valley Medical Center |
| Choice Fence Co                   | Santa Monica College              |
| Cisco Systems Inc                 | Score                             |
| Community Regional Medical Ctr    | Scripps Clinic                    |
| Dept of Transportation in CA      | Sharp Memorial Hospital           |
| Disneyland                        | Sony Pictures Entertainment       |
| Ebay Inc                          | Specair                           |
| Edison Carrier Solutions          | State Center Community College    |
| Edwards AFB                       | Sutter Memorial Hospital          |
| Esparza Enterprises Inc           | Torrid                            |
| Fine Pitch                        | UC Davis                          |
| Kaiser Permanente Medical Care    | UC Davis Medical Center           |
| Lac and USC Medical Group         | UCLA                              |
| Lawrence Berkeley National Lab    | UCLA Health System                |
| Lawrence Livermore National Lab   | UCSF                              |
| Lockheed Martin Space Systems     | UCSF Medical Center               |
| Loma Linda University Children    | United State Department of Energy |
| Loma Linda University Med Ctr     | UCB                               |
| Long Beach City Hall              | UCI                               |
| Los Angeles County Sheriff        | UCSB                              |
| Los Angeles Police Dept           | US Interior Dept                  |
| Miller Children's Hospital        | US Naval Air Station              |
| NASA                              | US Navy Public Affairs Office     |
|                                   | Verizon Wireless                  |
|                                   | Vxi Global Solutions              |

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Walt Disney Co  
Walt Disney Parks and Resorts  
Warner Bros Studio  
**Largest Employers in Beaumont**  
Anderson Charnesky  
Anna House Elementary School  
Applebee's  
Baker's Drive-Thru  
Baldi Brothers Construction Co  
Beaumont Adult School  
Beaumont Care Center  
Beaumont City Council  
Beaumont City Manager  
Beaumont City Police  
Beaumont Powersports Honda  
Beaumont Special Education  
Beaumont Unifed School Dist  
Beaumont USD Transportation  
Baeumont-Cherry Valley Recreation  
Beaver Medical Group  
Best Buy  
Bogh Construction  
Boys and Girls Club of America  
Burger King  
Childhelp Inc  
Chill's Bar and Grill  
Coldwell Banker  
Coyne Powersports  
Del Taco  
Denny's  
Do it Best Home Center  
Dura Plastic Products Inc  
Food 4 Less  
Forestry Department  
Highland Springs Car Wash  
Highland Springs Care Center  
Highway Patrol  
Home Depot  
Huntress Innovations  
Imperial Security  
Jack in the Box  
JJC Foods LLC  
Kivett-Teeters  
Kohl's  
Lowe's Flatbed Distribution  
McDonald's  
Morongo Golf Club at Tukwet

Mountain View Middle School  
Napa Auto Parts-Napa Auto  
Oak Valley Golf Club  
Osborne Realty  
Palm Elementary School  
Palm Grove Health Care  
Papa John's Pizza  
PAR Electrical Contractors Inc  
Perricone Juices  
Precision Stampings  
Priority Pallet  
Renu Hope Foundation  
Risco Inc  
Ross Dress for Less  
San Gorgonio Middle School  
Signature Coachworks  
Stater Bros Markets  
Sundance Elementary School  
TBU Inc  
Three Rings Ranch Elementary  
Tournament Hills Elementary  
US Post Office  
Vivid Lizard  
Walgreens  
Walmart Supercenter  
Wells Fargo Bank  
Wendy's  
Weyerhaeuser Co  
Wholesale Shutter Co Inc  
**Largest Employers in Colton**  
A-Z Bus Sales inc  
Abraham Lincoln Elementary  
Ael-Casc Consulting  
Alice Birney Elementary  
Angelica Corp  
Armando Entertainment  
Arrowhead Medical Administrators  
Arrowhead Mountain Springs  
Arrowhead Regional Medical Center  
Ashley Furniture Home Store  
Banner Mattress Co  
Bob Hubbard Horse Transportation  
Cal Portland Co  
Campbell Concrete of Ca  
Cardenas Market  
Catholic Charities Caritas Ctr.  
Charter Hospice

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CHJ Inc  
 Clariant Corp  
 Colton High School  
 Colton Joint Unified  
 Colton Middle School  
 Colton Police Dept  
 Colton Public Utilities Dept  
 Comprehensive Pharmacy Services  
 Cornerstone Hospice  
 CSM Bakery Products  
 Cutting Edge Supply  
 Elizabeth Shutters Inc  
 Fiesta Village  
 Four-D College  
 Garcia Elementary School  
 GATX Rail  
 Great Western Couriers LLC  
 Inland Regional  
 I&J Snack Food  
 Jehue Middle School  
 JFRG  
 LA Bodega Latino  
 Lineage Logistics  
 Maple Lane Bakery  
 Materia  
 McCain Foods USA  
 McDonalds  
 Microdyne Plastic  
 Mike Thompson's RV  
 Motecito Memorial Park  
 Morris Elementary School  
 Paul Rogers Elementary School  
 Pico Rivera Pallet Inc.  
 Public Works Adm  
 Reche Canyon Elementary School  
 Reche Canyon Rehab and Health  
 Red Robin Gourmet Burgers  
 Rescue Rooter  
 Safeway Construction  
 Safeway Electric  
 San Bernardino County Workforce  
 San Salvador Preschool  
 Senior Home Care Givers  
 Squires Hardware and Lumber  
 Stater Bros Markets  
 Ulysses Grant Elementary School  
 US Post Office  
 Walmart Distribution  
 Walmart Supercenter  
 Western Healthcare  
 Westrux International  
 William McKinley Elementary  
 Williams Furnace  
 Woodrow Wilson Elementary  
**Largest Employers in Hemet**  
 Acacia Middle School  
 Addus Health Care  
 Applebees  
 Assistance League  
 Baptist Christian School  
 Bimbo Bakeries  
 Buffalo Wild Wings Grill  
 California Family Life Center  
 Cawston Elementary School  
 Chilli's Grill and Bar  
 City of Hemet  
 Coco's Bakery Restaurant  
 Dartmouth Middle School  
 Devonshire Care Center  
 Diamond Valley Auto Group  
 Diamond Valley Middle School  
 DVL Aquatic Facility  
 Ebix BPO  
 Emeritus at Hemet  
 Family Tree Learning Ctr  
 Freedom Properties  
 Fruitvale Elementary  
 Genesis Construction  
 Gosch Ford  
 Gosch Scion Toyota  
 Harmony Elementary  
 Helen Hunt Jackson Alternative  
 Hemet High  
 Hemet Manufacturing  
 Hemet Police  
 Hemet Public Works  
 Home Depot  
 Horizon Home Ctr  
 Inland Chevrolet  
 Inland Empire Home Health  
 Jacob Wiens Elementary  
 JC Penny  
 John and Jennifer Pro Window  
 Km Strategic Mgt

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Lake Hemet Municipal Water District  
 Little Lake Elementary  
 Manor Care  
 Manorcare Health Service  
 Marie Calendar's  
 Mc Crometer Inc  
 McSweeny Elementary  
 Polly's Pies  
 Ramko Manufacturing  
 Ramona Elementary School  
 Ramona Leasing Inc  
 Ramona Manor Nursing Rehab  
 Red Robin Gourmet Burgers  
 Riverside County Social Services  
 Roto Rooter Plumbing and Drain  
 Sears  
 Sprouts  
 Stater Bros Markets  
 Sunwest Village  
 Superior Court of CA County  
 Tahquitz High School  
 Tarbell Realtors  
 Target  
 TE Connectivity  
 US Post Office  
 Valle Vista Elementary School  
 Valley Christian Home Retire  
 Village Health Care  
 VIP Tots  
 Vons  
 Walgreens  
**Largest Employers in Idyllwild**  
 Artistic Solutions and Productions  
 Astrocamp  
 Benmar Marine  
 Better Wildlife Control  
 Café Aroma  
 Camp Emerson BSA  
 Camp Maranatha  
 Dunn and Dunn  
 Fairway Foods  
 Ferrellgas  
 Gastrognome  
 Girl Scouts  
 Higher Grounds  
 Honey Bunns and Joe Bakery  
 Idyllwild Dental Building

Idyllwild Fire Protection  
 Idyllwild Pines Camp  
 Idyllwild School  
 Idyllwild Town Crier  
 Idyllwild Water District  
 Jo'An's Restaurant and Bar  
 Lumber Mill Bar and Grill  
 Omega Safety System  
 Red Kettle  
 Riverside County Fire Dept  
 San Jacinto Ranger Station  
 South Bay Cable  
 US Forestry Dept  
 Village Market  
**Largest Employers in Indio**  
 Amelia Earhart Elementary School  
 America and Labor Supply  
 Cabazon Band- Mission Indians  
 Cardenas Market  
 Carrillo Ranch Elementary School  
 Child Protective Svc  
 Coachella City Police De[t  
 Coachella Valley Housing Citn  
 Coachella Valley Mosquito  
 Coachella Valley Rec & Parks  
 Complete Women's Health Care  
 Dateland Construction Co  
 Di Mare Co  
 Dr. Reynaldo J Carreon Jr Acad  
 Dwight D Eisenhower Elementary  
 Eagle Falls Golf Course  
 Economic Development Agency  
 Fantasy Lanes  
 Fantasy Springs Resort Casino  
 Fiesta Ford Lincoln  
 Food 4 Less  
 Golf Club at Terra Lago  
 Granite Construction Co  
 Hadley Inc  
 Hegge Electrical Contractors  
 Helmark Distributing  
 Herbert Hoover Elementary  
 Heritage Palms Golf Club  
 Highway Dept  
 Home Depot  
 Hotel at Fantasy Springs  
 1-10 Toyota

Indian Springs Golf Club  
 Indio City Attorney  
 Indio City Business Licenses  
 Indio City Finance and Treasurer  
 Indio City Public Works  
 Indio Community Center  
 Indio High School  
 Indio Juvenile Hall  
 Indio Middle School  
 Indio Nursing and Rehab Center  
 Indio Police Chief  
 John F Kennedy Memorial Hosp  
 John Glen Middle School  
 Keller Williams Realty  
 Kirkpatrick Landscaping Services  
 Kmart  
 La Hacienda Nursery  
 Lindsey Doors  
 Lyndon B Johnson Elementary  
 Marina Drywall and Plastering  
 Martha's Village and Kitchen  
 Martin Van Buren Elementary  
 Mathis Bros Furniture Co  
 Mc Donald's  
 Mecca Sheriff Dept  
 Meridith and Simpson  
 Minuteman Parking Co  
 Mountain Vista Elementary School  
 Oasis Mental Health Treatment  
 Oasis Sheriff's Dept  
 Prudential Overall Supply  
 Psychiatrist Emergency Room  
 Ralphs  
 Riverside Child Protective Services  
 Riverside County Office of Education  
 Riverside County Mental Health  
 Riverside County Police Department  
 Riverside County Social Service  
 Riverside County Superior Court  
 Riverside District Attorney  
 Riverside Public Defenders Office  
 Riverside Public Social Services  
 Rudy's Termite and Pest Control  
 Shadow Hills Golf Club  
 Shea Homs  
 Stater Bros Markets  
 Target  
 Thomas Jefferson Middle School  
 Tru Green  
 Unicars Honda  
 US Post Office  
 Valencia Palms Nursing Center  
 West Coast Turf  
 Whites Welding Service  
 Winco Foods  
 Worldmark by Wyndham-Indio  
**Largest Employers in Inyo County**  
 Amigos  
 Aqueduct System  
 Bernasconi Education Center  
 Best Western  
 Big Pine Schools  
 Big Pine Unified School District  
 Bishop Care Center  
 Bishop Country Club  
 Bishop Nursery  
 Bishop Paiute Gaming  
 Bishop Police  
 Bishop Swimming Pool  
 Bishop Union High School  
 Body & Soul  
 Cerro Coso Community College  
 CG Roxane Water Co  
 California Institute  
 Carl's Jr.  
 Chalfant Valley Fire Dept.  
 Coldwell Banker  
 County Courthouse  
 Creekside Inn  
 Dean's Plumbing and Heating  
 Death Valley National Park Services  
 Death Valley Unified School District  
 Denny's  
 Department of Water and Power  
 Dow Villa Hotel  
 Dwayne's Friendly Pharmacy  
 DWP Keeler Construction Mgmt  
 Easter Sierra Motors  
 Eastern Sierra Transit  
 Eastern Sierra Interpretive Association  
 Elm Street Elementary School  
 Erick Schats Bakery  
 Furnace Creek Ranch  
 Great Basin Unified Air  
 Halliburton

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High Country Lumber  
 High Sierra Distributing Company  
 High Sierra Plastics  
 Highway Patrol  
 Home Street Middle School  
 Independence Fire Department  
 Inyo County  
 Inyo National Forrest  
 IMACA  
 J Rousek/ Giggle Time Toy Company  
 Jack in the Box  
 Jacks Restaurant  
 Josephs Bi-rite Market  
 Kmart  
 Lo Inyo Elementary  
 Lone Pine Fire Protection  
 Lone Pine High  
 Lone Pine School District  
 Los Angles Operation and MNTNC  
 Los Angeles DWP  
 Los Angles Water Supply Division  
 Mammoth Hospital  
 Manor Market  
 Mc Donalds  
 National Weather Service  
 Northern Inyo Hospital  
 Olancha Fire Department  
 Owens Valley Career Development  
 Center  
 Owens Valley Electric System  
 Owens Valley School District  
 Pine Street School  
 Pioneer Home Health Care  
 Pizza Factory  
 Ranch House Café  
 Sierra Aviation  
 Southern Inyo Hospital  
 Starbucks  
 Sterling Heights  
 Stove Pipe Wells  
 Taco Bells  
 Toiyable Indian Health Project  
 Transportation Department Caltrans  
 US Airways  
 US Forrest Service  
 US Land Management Bureau  
 Western Exterminator Company  
 Whiskey Creek  
 Xanterra Parks and Resort  
**Largest Employers in La Quinta**  
 A&M Home Builders  
 Adobe Grill  
 American Cream  
 Applebee's  
 Arnold Palmer's Restaurant  
 Beer Hunter  
 Best Buy  
 Champion Cadillac Chevrolet  
 Citrus Golf Course  
 Cliff House  
 Coldwell Banker  
 Costco  
 Desert Sands Unified School Dist  
 Eisenhower Health Ctr  
 Embassy Suites  
 Harry S Truman Elementary School  
 Hideaway  
 Home Depot  
 Hyundai of La Quinta  
 Kohl's  
 KSL Resorts  
 La Quinta Carwash  
 La Quinta City General  
 La Quinta Disaster Information  
 La Quinta Finance Dept  
 La Quinta Golf Course  
 La Quinta High School  
 La Quinta Inn  
 La Quinta Middle School  
 Las Casuelas Quinta  
 Lg's Prime Steak House  
 Madison Country Club Golf Course  
 Man Tech SRS Technologies  
 McDonald's  
 Mountain View Country Club  
 ND LA Quinta Partners LLC  
 Nicklaus Club Course Mntnc  
 Orthopedic and Sports Med  
 Paige Middle School  
 Quarry At La Quinta  
 Ralphs  
 Red Robin Gourmet Burgers  
 Silverrock Resort  
 Stater Bros Market

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Stein Mart  
 Stuft Pizza  
 Summit High School  
 Tarbell La Quinta  
 Target  
 Telair International  
 Torre Nissan  
 Trader Joe's  
 Tradition Golf Club  
 Walmart Supercenter  
 Windermere Real Estate  
 World Gym  
**Largest Employers in Moreno Valley**  
 Applebee's  
 Armada Elementary School  
 Badger Springs Middle School  
 BJ's Restaurant  
 Buffalo Wild Wings  
 Burlington Coat Factory  
 Butterfield Elementary School  
 Calvary Chapel Christian School  
 Canyon Springs High School  
 Cardenas Market  
 Cardinal CG Co  
 Chaparral Hills Elementary  
 Chili's Bar and Grill  
 Cloverdale Elementary  
 Costco  
 Creekside Elementary School  
 Dori Corp  
 Fiesta Food  
 Fresh and Easy Market  
 HBC Industrial  
 Hidden Springs Elementary  
 Holister Co  
 Home Depot  
 Hometown Buffet  
 Integrated Care Communities  
 JC Penny  
 Kaiser Permanente  
 Kohl's  
 Landmark Middle School  
 Lowe's Home Improvement  
 Macy's  
 March Mountain High School  
 McDonald's  
 Modular Metal Fabricators

Moreno Elementary School  
 Moreno Valley Finance Admin  
 Moreno Valley High School  
 Moreno Valley Parks and Rec  
 Moreno Valley Police Dept  
 Moreno Valley Public Works  
 Moreno Valley Ranch Golf Club  
 Moreno Valley School District  
 Moreno Valley Toyota  
 Moreno Valley Yard Operations  
 Moss Bros Buick GMC  
 Moss Bros Honda  
 Mountain View Middle School  
 O'Reily Automotive  
 Olive Garden  
 Outback Steak House  
 Palm Middle School  
 Park Place Realty  
 Portillo's Hot Dogs  
 Porvene Doors  
 Ramona Elementary  
 Rancho Verde High School  
 Riverside Community College  
 Riverside County Regional Med  
 Riverside County Waste Mgmt.  
 Serrano Elementary School  
 Serta Mattress Co  
 Skechers Outlet Store  
 Stater Brothers  
 Sunnymead Elementary/ Middle  
 Supreme Truck Bodies  
 Tarbell Realtors  
 Target  
 Towngate Elementary  
 United Natural Foods  
 Valley View High School  
 Vista Heights Middle School  
 Vista Verde Middle School  
 Walgreens  
 Waste Management  
 Winco  
 WIS International  
**Largest Employers in Murrieta**  
 Adam's Landscaping  
 Adame Landscape  
 Alamos Elementary School PTO  
 Albertsons

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|                                      |                                     |
|--------------------------------------|-------------------------------------|
| Alta Murrieta Elementary             | Murrieta Elementary School          |
| Antelope Hills Elementary School     | Murrieta Fire Dept                  |
| Applebee's                           | Murrieta Mesa High School           |
| Avaxat School                        | Oak Grove Institute                 |
| Babies R US                          | Oak Meadows Elementary School       |
| Bear Creek Golf Club                 | Oak Surgery Center                  |
| Berck's Family Plumbing Heating/ Air | Pacific Lath and Plaster            |
| Best Buy                             | RJs Sizzlin Steer                   |
| BHHS California Properties           | Rail Ranch School                   |
| Bimbo Bakeries USA                   | Ralphs                              |
| Black's Auto Repair                  | Rancho Springs Medical Center       |
| BMW of Murrieta                      | Rancon Real Estate                  |
| Brunswick Cal Oaks Bowl              | Richie's Real American Diner        |
| Buffalo Wild Wings Grill and Bar     | Riverside County Dist Attorney      |
| Burlington Coat Factory              | Riverside County Public Defender    |
| California Oaks Car Wash             | Riverside County Sheriff            |
| California Veterinary                | Safelite Auto Glass                 |
| Calvary Chapel Christian             | Sam's Club                          |
| Carl's Jr                            | Shivela Middle School               |
| Chick-Fil-A                          | Southwest County Detention Center   |
| Chili's Grill and Bar                | Springs of Life Christian Book      |
| City of Murrieta                     | Stater Bros Markets                 |
| Civil Division Sheriff Dept          | Tarbell Realtors                    |
| Coldwell Banker                      | Target                              |
| Cole Canyon Elementary School        | Temecula Police                     |
| Country Villa                        | Temecula Valley Drywall             |
| Crownco Inc                          | Temecula Valley Imaging             |
| Cryo Quip Corp                       | Thompson Middle School              |
| Cryoquip Inc                         | Tovashal Elementary                 |
| Daniel Buchanan Elementary           | United Creditcard Acceptance        |
| Denny's                              | Vons                                |
| DENSO Products and Service Americas  | Walmart                             |
| Dick's Sporting Goods                | Warm Springs Middle School          |
| E Hale Curran School                 | We Care Plumbing Heating and Air    |
| First American Card Services         | West Pak Avocado Inc                |
| Heritage Classical Charter School    | <b>Largest Employers in Ontario</b> |
| Home Depot                           | Aaren Scientific                    |
| Hospice of the Valleys               | Aeolus Down Inc                     |
| Keller Williams Realty               | Alger Manufacturing                 |
| Kohl's                               | Ameri West Indl Inc                 |
| Lisa J Mails Elementary School       | Americold Logistics                 |
| Lowe's Home Improvement              | Argosy University                   |
| Mc Donald's                          | ATi Windows                         |
| Monte Vista Elementary School        | Autozone Distribution Center        |
| Monterey Mushrooms Inc               | BAE Systems                         |
| Mulligan Family Fun Center           | Barrett Business Service Inc        |
| Murrieta Day Spa and Hair Studio     | Bausman & Co Inc                    |

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|                                |   |
|--------------------------------|---|
| Blumenthal Distributing        | Ontario Public Service Agency           |
| BMW of Ontario                 | Parco Inc                               |
| Brookvale International        | Parking Concepts                        |
| C Brewer                       | Parking of America                      |
| Cardinal Health                | Plott Care Services                     |
| Care Fusion                    | Plott Nursing Home                      |
| Catepillar                     | Prime Healthcare Services               |
| Chaffey High School            | Primecare Medical Network               |
| Chrysler Corporate Parts Div   | Prolink International                   |
| Cintas Uniforms                | Raddison                                |
| Citizens Business Bank         | Response Envelope                       |
| Citrus Lincoln Kia             | Safariland LLC                          |
| Citrus Motors                  | Sam's Club Distribution Center          |
| Classic Containers             | Savon Smog                              |
| Coca-Cola Co Ontario Syrup     | Securitas Security Services USA         |
| Colony High School             | Shiekh LLC                              |
| Crothall Laundry Service       | Solar Link Intl Inc                     |
| Crown Toyota                   | Source Interlink Co                     |
| CVB Financial Corp             | Southern Ca Edison                      |
| Dave and Buster's              | Sunkist Growers Inc                     |
| Dhe-Dependable Highway Express | Super Shuttle                           |
| Direct Delivery Center         | Superior Windows and Doors              |
| Doubletree                     | Target Distribution'                    |
| DPI Specialty Foods            | Timberland                              |
| Electrolux Home Products       | UPS Regional Air Hub                    |
| Fin-West Group                 | Walker Corp                             |
| First Mortgage Corp            | Walmart Supercenter                     |
| Forbes Industries              | <b>Largest Employers in Palm Desert</b> |
| Gold Star Foods                | ADP                                     |
| Guard Systems Inc              | Albertsons                              |
| Hino Motors Mfg USA Inc        | Avida Caregivers Palm Desert            |
| HMC Architects                 | Avondale Golf                           |
| Las Vegas LA Express Inc       | Bed Bath and Beyond                     |
| Mag Instrument Inc             | Best Buy                                |
| Mark Christopher Auto Ctr      | Bighorn Golf Club                       |
| Marriott                       | Big Horn Properties                     |
| Mathis Brothers Furniture      | Blixseth Group of Washington            |
| Mbm Distribution               | Bristol Farms                           |
| NAMM California                | Buffalo Wild Wings Grill and Bar        |
| Napa Auto Parts- Genuine Parts | Burrtec Waste and Recycling Center      |
| New Breed Logistics Inc        | Cabinet Art                             |
| Nordstrom Distribution Ctr     | Cardiff Limousine                       |
| O W Lee Co Inc                 | Cold Call Cowboy Productions            |
| Ontario High School            | Coldwell Banker                         |
| Ontario Int Airport            | College of the Desert                   |
| Ontario Parks Dept             | Costco                                  |
| Ontario Police Dept            | Cove Electric                           |

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Daily Grill  
 Desert Concepts Landscaping  
 Desert Falls Country Club  
 EM Energy  
 Embassy Suites  
 First Team Real Estate  
 Fountains at the Carlotta  
 Indian Ridge Country Club  
 Indian Wells Theater  
 Ironwood Country Club  
 J Russell Salon  
 JW Marriott Desert Springs Resort  
 JC Penny  
 Jensen's Finest Foods  
 Kemper Sports Management  
 KMIR  
 Kohl's  
 Living Desert Zoo and Garden's  
 Lowe's Home Improvement  
 Macy's  
 Manorcare Health Svc Palm Desert  
 Marrakesh Country Club  
 Marriott-Shadow Ridge  
 Mathis Sleep Ctr  
 Monterey Palms Health  
 Odyssey Hospice  
 Olive Garden Italian Rest.  
 Outback Steakhouse  
 Palm Desert Finance  
 Palm Desert High School  
 Palm Desert Middle School  
 Palm Desert Police Dept  
 Palm Desert County Club  
 Premier Residential Svc  
 Ralph's  
 Rancho Mirage Sheriff's Dept  
 Re/Max Real Estate Consultants  
 Red Lobster  
 Saks Fifth Ave  
 Sam's Club  
 Securitas Security Svc USA  
 Sheriff Dept  
 Stater Bros Markets  
 Stifel Nicolaus & Co Inc  
 Sullivan's Steakhouse  
 Sunrise Co  
 Sunshine Landscape

Tarbell Realtors  
 Target  
 Time Warner Cable  
 Tommy Bahama  
 Tony Roma's  
 Universal Protection Svc  
 US Post Office  
 Vons  
 Westin-Desert Willow  
 Yellow Cab  
**Largest Employers in Palm Springs**  
 Ace Hotel and Swim Club  
 Agua Calliente Band of Indians  
 Airport Terminal Services  
 Albertsons  
 Avida Caregivers- Palm Springs  
 Billy Reed's Resturant Bakery  
 Cahuilla Elementary School  
 Califnria Nursing and Rehab Center  
 Cancer Center of Palm Springs  
 Care Fusion  
 Clelo Vista Elementary  
 Circa 59  
 City of Palm Springs City Hall  
 Desert Regional Medical Center  
 Desert Sun  
 Desert Water Agency  
 Emeritus at Palm Springs  
 Family Hospice Care  
 Hard Rock Hotel-Palm Springs  
 Herbert Bail Bonds  
 Hilton Palm Springs  
 HMS Host  
 Home Depot  
 Hyatt Palm Springs  
 Jensen's Finest Foods  
 Kaiser Grille  
 Kaplan College  
 Katerin eFinchy Elementary  
 KKUU  
 Las Casuelas Terraza  
 Le Parker Meridien Palm Springs  
 Lowe's Home Improvement  
 M2 Media 360  
 Palm Canyon Resort and Spa  
 Palm Spring Follies  
 Palm Springs Art Museum

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Palm Springs Baking Co  
 Palm Springs Disposal Services  
 Palm Springs Health Care  
 Palm Springs High School  
 Palm Springs Personnel  
 Palm Springs Police Dept  
 Parker Palm Springs Hotel  
 Premier Care Ctr  
 Pwlc2  
 Ralphs  
 Raymond Cree Middle School  
 Renaissance Palm Springs  
 Riverside County Civil Court  
 Savoury's Inc  
 Smoke Tree Ranch  
 Spa Facilities  
 Spa Resort Casino  
 SSW Mechanical  
 Stater Bros  
 Tahquitz Creek Golf Resort  
 Tennis Club  
 UPS Customer Crt  
 US Post Office  
 VIP Motor Cars  
 Viceroy Hotel  
 Vons  
 Walmart Supercenter  
 Western Pacific Roofing Corp  
 Wet N Wild  
**Largest Employers in Perris**  
 A-G Sod Farms  
 Academy  
 AMPM  
 AOC  
 Avalon Elementary  
 BMC West Building Material  
 California Trus Co Inc  
 Cardenas Market  
 Centinela Grand  
 Citrus Hill High School  
 Clayton Homes  
 Columbia Elementary School  
 Coreslab Structures La Inc  
 Cr and R Inc Perris  
 Designer Sash and Door  
 Eastern Municipal Water Dist  
 Food 4 Less  
 Forestry and Fire Protection  
 Galvans Place and Finish  
 Global PET Inc  
 Golden West Homes  
 Goldstar Asphalt  
 Good Hope Elementary  
 Handsome Rewards  
 Home Depot  
 Industrial Tube Co LLC  
 JM eagle Co  
 Lake Perris Recreation Area  
 Lakeside Middle School  
 Lowe's Distribution Ctr  
 Lowe's Home Improvement  
 May Ranch Elementary  
 McDonald's  
 Mead Valley Elementary School  
 Menasha Corp  
 Nan Sanders Elementary School  
 Navigator Yachts  
 Old Castle Precast  
 Pacific Hydrotech Corp  
 Palm Elementary School  
 Park Avenue Elementary School  
 Perris City Police  
 Perris Elementary School  
 Perris Elementary Special Education  
 Perris High School  
 Perris Valley Airport  
 Perris Valley Dodge Chrysler  
 Perris Valley Skydiving  
 Pinacate Middle School  
 Pizza Chalet  
 Quality Drive Away  
 Railway Elementary School  
 Riverside County Fire Dept  
 Riverside County Sheriff  
 Riverside County Social Services  
 Salvation Army  
 Signatures  
 Skydiving School Perris Valley  
 Southern CA Fair  
 Southland Transit  
 Star Milling  
 Starcrest of California  
 Stater Bros  
 Stretch Forming Corp

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Student Transportation- America  
 Tomas Rivera Middle School  
 Torrance Aluminum  
 Val Verde Elementary School  
 Vista Hospital of Riverside  
 Vortex Whirlpool System  
 Walmart  
 Winco Foods  
 Window Enterprise  
 Woodwork Creations  
**Largest Employers in Riverside**  
 220 Laboratories  
 AFVW Health Center  
 Air Force Village West Inc  
 American Media LLC  
 American Medical Response  
 Anheuser-Busch Sales  
 Aramark Uniform Services  
 ASR Construction Inc  
 Auto Glass America  
 Big 5 Sporting Goods  
 Blue Banner Co  
 Bourns Inc  
 Caddock Electronics  
 Cal Baptist University  
 California School for the Deaf  
 Carpenter Co  
 Castle Park  
 Cheesecake Factory  
 Corona-College Heights Orange  
 County Juvenile Hall  
 Dodge Moss Motors  
 Fence Works  
 Fleetwood Homes  
 Fritts Ford  
 G4s Secure Solutions USA  
 Harvest Crusades  
 Herman Weissker Inc  
 Home Depot  
 Hub International Ins  
 Inland Respite  
 J Ginger Masonry  
 JC Penny  
 Johnson Machinery Co  
 K&N Engineering  
 Kaiser Permanente  
 La Sierra High School

Luxfer Gas Cylinders  
 Macy's  
 Manheim Riverside  
 Master Brand Cabinets Inc  
 MBM Corp  
 Mercury Marketing Systems  
 Mission Inn Hotel and Spa  
 Nordstrom  
 PF Chang's China Bistro  
 Parkview Community Hospital  
 Payroll  
 Pepsi Bottling Group  
 Press Enterprise  
 Provident Financial Holdings  
 Provident Savings Bank  
 Public Social Service Dept  
 Quad Graphics Inc  
 Ralphs  
 Riverside Center  
 Riverside City College  
 Riverside Community Hospital  
 Riverside County Dept-Build  
 Riverside County District Atty  
 Riverside County Jail  
 Riverside County Public Health  
 Riverside County Regional Med  
 Riverside County Sheriff  
 Riverside County Transportation  
 Riverside Medical Center  
 Riverside Nissan Mazda  
 Riverside Police Dept  
 Riverside Transit Agency  
 Riverside United School Dist  
 Ruiz Food Equipment  
 Sierra Aluminum Co  
 Skanska USA Civil West Ca Dist  
 State Compensation Fund  
 Student Transportation America  
 Super Care Inc  
 Swiss Dairy  
 Sysco Riverside  
 Target  
 Tomas Rivera Library  
 Toro Co  
 Universal Forrest Products Inc  
 UTC Aersospace System  
 Visiting Nurse Assn

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Walmart  
 Walmart Distribution  
 Walter's Auto Group  
**Largest Employers in San Bernardino**  
 American Refrigeration Surplus  
 Anita's Mexican Food Corp  
 Arrowview Middle School  
 Arroyo Valley High School  
 Art Institute- CA  
 Baker's Burgers  
 BJs Restaurant and Brewhouse  
 Blood Bank of San Bernardino  
 BNSF Railway Co  
 Cajon High School  
 California State San Bernardino  
 University  
 Chaparral Mail Order  
 Child Protective Services  
 Community Hospital of San Bernardino  
 Costco  
 Crest Chevrolet  
 D&W Fine Pack  
 Del Vallejo Middle School  
 Diocese of San Bernardino  
 Durham School Services  
 Eagle Rider Motorcycle Rentals  
 El Super  
 Facilities Management  
 Fidelity National Title  
 First Transit Inc  
 Forestry Fire Protection Ca Dept  
 Fraud Prevention Complaints  
 Gate City Beverage Distribution  
 Get Fit Clinic Personal Training  
 Hilton San Bernardino  
 Home Depot  
 Information Services  
 Inland Empire Health Plan  
 Inland Regional Center  
 JB Hunt  
 Kindred Hospital  
 La Curacao  
 Legacy Post Accurate Rehab Center  
 Lending Tree  
 Lifestream  
 Lucky Star Marketing  
 Macy's

Metropolitan Auto Warehouse  
 Moss Bros Inc  
 Nurse Finders  
 Olive Garden Italian Rest  
 Omnitrans  
 Pacific High School  
 Public Social Services Dept Welfare  
 Robert Ballard Rehab Hosp  
 Sam's Club  
 San Bernardino Adult School  
 San Bernardino City Fire  
 San Bernardino City Water  
 San Bernardino County Child Services  
 San Bernardino County Community  
 Hosp  
 San Bernardino County Controller  
 San Bernardino County Detention  
 San Bernardino County Public Works  
 San Bernardino County Superintendent  
 of Schools  
 San Bernardino County Jail  
 San Bernardino County Sheriff  
 San Bernardino County Sun  
 San Bernardino High School  
 San Bernardino Medical Group  
 San Bernardino Police Dept  
 San Bernardino Transitional  
 San Bernardino Valley College  
 San Gorgonio High School  
 SBCUSD Facilities  
 Sheriff's Training Academy  
 Stater Bros Holdings Inc  
 Stater Bros Markets  
 Target  
 Transportation Department  
 VITAS Hospice Svc  
 Walmart  
**Largest Employers in Temecula**  
 Abbott Vascular  
 Advanced Cardiovascular Syst  
 Airbus DS Communications  
 Albertsons  
 Applebee's  
 Assistance League of Temecula  
 Baily's Old Town  
 BJs Restaurant and Brewhouse  
 Boston Scientific Corp

Century 21  
 Channell Commercial Corp  
 Chaparral High School  
 Chili's Grill and Bar  
 Claim Jumper  
 Coldwell Banker  
 Costco  
 Cummings LLC  
 DCH Auto Group  
 Edge Development  
 El Torito Mexican Grill  
 Ever-Tek Computer Products  
 Fff Enterprises  
 Flowserve Corp  
 Great Oak High School  
 Green Bee Construction Svc  
 Home Depot  
 Homesmart of California  
 International Rectifier Corp  
 Isabell Barnett Elementary  
 James L Day Middle School  
 JC Penny  
 Jo-Ann Fabrics and Crafts  
 Kohl's  
 LA Fitness  
 Linfield Christian School  
 Lowe's Home Improvement  
 Macy's  
 Margarita Middle School  
 Marie Callender's  
 Maxim Healthcare Svc  
 Mayer Hoffman Mc Cann PC  
 Milgard Manufacturing Inc  
 Millipore Corp  
 Molding International and Eng  
 Mt Sac Jacinto College  
 Murrieta Development  
 Nicolas Valley Elementary School  
 Olive Garden Italian Restaurant  
 Opto 22  
 Outback Steakhouse  
 PF Chang's China Bistro  
 Paloma Elementary School  
 Paradise Chevrolet Cadillac  
 Pauba Valley Elementary School  
 Paulson Manufacturing Corp  
 Pechanga Resort and Casino  
 Ponte Winery  
 Professional Hospital Supply  
 RR Donnelley  
 Ralphs  
 Rancho California Water Dist  
 Rancho California Water Dist  
 Rancho Family Medical Group  
 Rancho Ford  
 Rancon Real Estate  
 Red Lobster  
 Red Robin Gourmet Burgers  
 Scotts Co  
 Securitas Security Svs USA  
 Sheer Management  
 Solid State Stamping Inc  
 South Coast Winery Resort Spa  
 Southwest Traders  
 Stater Bros Markets  
 Tarbell Real Estate  
 Target  
 Temecula Creek Inn  
 Temecula Elementary School  
 Temecula High School  
 Temecula Valley Real Estate  
 Temecula Valley Unified School Dist  
 Tension Envelope Corp  
 TGI Friday's  
 Thornton Winery Inc  
 Tony Tobin Elementary School  
 Toyota of Temecula Valley  
 Trader Joe's  
 Transportation  
 Vail Ranch Middle School  
 Vintage Hills Elementary  
 Vons  
 Walmart  
 Wilson Creek Winery  
 Winco Foods  
**Largest Employers in Upland**  
 24 Hour Fitness  
 Accellent  
 Airtight Security  
 Albertsons  
 Appliance Enameling and Service  
 Baldy View Elementary  
 BMS Medical Management  
 Boart Longyear Co

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Boomers  
 Brunswick Zone  
 Cabrillo Elementary School  
 California Landscape and Design  
 Carrows Restaurant  
 Cascade Drilling  
 Century 21 Beachside in Upland  
 Cherokee Wood Products  
 Citrus Elementary School  
 City Art Public Works Dept  
 City Hall  
 Constantino Team  
 Denny's  
 El Torito Mexican Grill  
 Estate Escrow  
 Euclid Management  
 First Student Inc  
 Ford of Upland  
 Future Energy  
 Golden Eagle Moving Services  
 Hamilton Brewart Insurance  
 Home Depot  
 Kohl's  
 Land Care Inc  
 Lewis Co  
 Lowe's Home Improvement  
 Magnolia Elementary School  
 Martin Private Patrol  
 McDonald's  
 Medtronic Inc  
 MGR Property Management  
 Mgr Real Estate  
 Miles Care Home Help Svc Inc  
 Mimi's Café  
 Miaden Buntich Construction  
 Newreal Inc  
 Oasis Nurses Registries  
 Original Graziano's  
 Outback Steakhouse  
 Pacific EYE Institute  
 PAR Electrical Contractors Inc  
 Pepper Tree Elementary School  
 Personnel Department  
 Pioneer Jr High School  
 Prestige Properties  
 Primerica Financial Services  
 Professional Design Assoc

Pyramid Metals  
 Re/Max Champions  
 San Antonio Community Hospital  
 Sierra Vista Elementary  
 Stater Bros Market  
 Sycamore Elementary  
 Tarbell Realtors  
 Third Ave House  
 ULM Service  
 Upland Bookers  
 Upland City Hall  
 Upland Elementary School  
 Upland High School  
 Upland Jr High School  
 Upland Police  
 Upland Public Libraries  
 Upland Public Works  
 Upland Rehabilitation  
 Upland Unified School Dist.  
 Valencia Elementary  
 VCA Central Animal Hospital  
 VCI Construction  
 Villa Mesa Care  
 Walmart  
 Weicheert Realtors  
 Western Christian Schools  
 York Risk Services Group  
**Largest Employers in Victorville**  
 Applebee's  
 Best Buy  
 Big Lots  
 Brentwood Elementary School  
 Carino's Italian  
 Chili's Grill and Bar  
 Cogneesol  
 Community Service Dept  
 Costco  
 Daily Press  
 Del Rey Elementary  
 Desert Knolls Convalescent  
 Desert Valley Hospital  
 Desert Valley Med Transport  
 Eagle Ranch Elementary  
 El Mojave  
 Excelsior Education Center  
 Food 4 Less  
 Forever 21

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G4s Secure Solutions USA  
 GE Aviation Engine Testing  
 Goodwill High School  
 Goodyear Tire  
 Greentree Hotel  
 Hartwick and Hand Inc  
 Hilton Garden Inn Victorville  
 Hollyvale Elementary School  
 Home Depot  
 J&T  
 J Michaels Salon  
 JC Penny  
 John's Incredible Pizza Co  
 Keller Williams Realty  
 KFC  
 Knoll's West and Desert KNLS  
 Knolls West Convalescent Hospital  
 Lakeview Middle School  
 Liberty Elementary School  
 Lowe's Home Improvement  
 Macy's  
 Marie Callender's  
 Mesa Linda Middle School  
 Mimi's Café  
 Mojave Vista Elementary School  
 Morgan-Kincaid Prep  
 Newell Rubbermaid  
 Olive Garden  
 Pacific Aerospace Resource  
 Park View Elementary School  
 Red Lobster  
 Robertson's  
 Ross Dress For Less  
 San Bernardino Transitional  
 San Bernardino Cnty Human Services  
 San Bernardino Cnty Probation  
 San Bernardino Cnty Sheriff  
 San Bernardino Criminal Info  
 Senior Home Care  
 So Cal Aviation  
 So Cal Edison  
 Southwest Gas  
 Spring Valley Lake Country Club  
 Stater Bros Market  
 Sterling Commons  
 Sterling Inn  
 Sunland Ford Lincoln  
 Susie Matthews Academy  
 Target  
 University of Preparatory  
 UPS Customer Center  
 Urgent Care High Desert Primary  
 US Post Office  
 Valarta Supermarkets  
 Valley-Hi Honda  
 Victor Valley Community College  
 Victor Valley Community Hospital  
 Victor Valley High School  
 Victor Valley Home Academy  
 Victorville City Hall  
 Victorville Fire Dept  
 Victorville Motors  
 Victorville Police Dept  
 Victorville Public Works  
 Vista Verde Elementary  
 Vons  
 Walmart  
 Winco

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## **Veteran Friendly Companies**

These companies are featured on [www.military.com](http://www.military.com) as being committed to hiring vets and routinely recruit veterans to fill various roles within their companies. Visit their websites to see what opportunities are available and also see job listings on [www.military.com](http://www.military.com) sponsored by iHeart Radio.

### **Large Corporate Companies**

AlliedBarton  
American Airlines  
American Express  
Anheuser-Busch  
Bank of America  
Century 21  
Cisco  
Citi  
Coca Cola Company  
Comcast  
Davita Inc.  
Deutsche Bank  
Duane Reade  
Dunkin' Brands  
FedEx  
General Electric  
General Motors  
Hilton Worldwide  
Home Depot  
JC Penny  
Johnson & Johnson  
JPMorgan Chase  
NBCUniversal  
Philips  
Securitas  
Target  
UPS  
Valero  
Verizon  
Walgreens  
Walmart

**Inland Empire Companies**

Aero Pro, LLC.  
American Income Life  
Barry's Security Services, Inc.  
CareMeridian  
CTi  
Empower America  
Event Guard Services, Inc.  
Extreme Advantage  
Falken Tire Corporation  
Generator Services Inc.  
HMS Security  
Horizon Solar Power  
Idyllwild Fire Protection District  
J B S Heating & Air Inc.  
Mountain High Resort  
Omnitrans  
Patio World  
Peterman Lumber, Inc.  
PRO ARMOR  
Proluxe  
Sears  
Self & Associates Real Estate Services, Inc.  
SNA Transportation  
Spartan Staffing  
Star Way Productions  
Vanquish Marketing Group

## 100 Work Scenarios to Consider

*Go through this list and find the things that make and break your day. Then think about your last job and identify how many of the “work allergies” you had during your day. Did they contribute to a negative experience at work? Find the 10 things you enjoy most about work on this list and look for job descriptions that include some or hopefully most of these things and steer clear of jobs that contain clear work allergies that will make your day miserable. The more work allergies you have, the more you are spending your 24% in a non-productive way. Simply realizing you don’t want to stand all day can help you move from retail to an office environment, or noticing you don’t want a job where you are required to work past 5:00 or on weekends can prompt you to look for jobs that keep 8-5 hours and do not need you to carry your phone or check emails outside of those hours. Value 24% of your week and use it to the best of your ability.*

1. Do you like to work outside or inside?
2. Do you want to stand on your feet all day or sit down all day?
3. Do you want to work alone or in a team?
4. Do you want to help people/ customers directly or work on projects that help them indirectly?
5. Do you want to travel locally, long distance, or out of country for your job? If so, how often?
6. Do you want to do the same thing every day, seasonally, yearly, or have each day be different based on the project?
7. Do you want to use a computer as part of your job?
8. Do you want to answer calls as part of your job?
9. Do you want to operate machines as part of your job?
10. Do you want to be told when you can take a break, or have freedom to take breaks as you need?
11. If you are working on a large project, do you want your boss to give you a step-by-step to-do list or do you just want a deadline and to figure out the to-do list on your own?
12. Do you want a job where you need to stay abreast of new developments, technologies, etc. all the time or where once you have learned the job, nothing really changes?
13. Do you want to have a job where you do physical labor?
14. Do you want a job where you have a script or where you think for yourself?
15. Do you want a job where you handle money?
16. Do you want a job that requires confidentiality?
17. Do you want a job that requires you to work Mon-Fri 8-5 only, or a job where you may have to work weekends, nights, and holidays?
18. Do you want a job where you work long shifts and have more than two days off in a row?
19. Do you want a job that requires you to work at night?
20. Do you want a job where your boss is onsite or offsite?
21. Do you want a job that requires you to handle dangerous substances?
22. Do you want a job where your safety may be compromised?
23. Do you want a job that may impact you emotionally?
24. Do you want a job that you can leave when your shift is over or one that requires you to be on call, check your cell phone, and respond to emails from home?
25. Do you want a job that is family friendly?
26. Do you want a job where you stay in the same position for years or you move into new positions often?
27. Do you want a job where you supervise other people?
28. Do you want a job where you sell something?
29. Do you want a job where you have to think or just do?

30. Do you want a job that requires a security clearance?
31. Do you want a job where you wear a uniform, dress up, or wear casual clothes?
32. Do you want a job where you go to meetings, network, and socialize with people as part of your job?
33. Do you want a job where you interview and/or hire people?
34. Do you want a job where you have to write?
35. Do you want a job where you have to give presentations or speeches?
36. Do you want a job where you work with infants, preschoolers, elementary school children, middle school children, high schoolers, college students, young adults, families, adults, elderly?
37. Do you want a job where you work with a certain population, i.e. drug addicts, single mothers, people with eating disorders, veterans, professionals, athletes, children with ADD, people with disabilities, exchange students, etc.
38. Do you want a job that requires you to speak a different language?
39. Do you want a job where you get to be creative or where there is one way to do something?
40. Do you want a job where you create an end product?
41. Do you want a job where you create something with your hands?
42. Do you want a job where you need great attention to detail?
43. Do you want a job where you are responsible if a mistake is made?
44. Do you want a job where people look up to you or where your work blends in and no one notices you?
45. Do you want a job where you lift heavy objects?
46. Do you want a job where you can listen to music in the background?
47. Do you want a job where you can check your phone or email as you want?
48. Do you want a job where you have your own space to decorate, hang pictures, and call your own?
49. Do you want a job where you can eat or drink as you please?
50. Do you want a job where if you call in sick or go on vacation, anyone can fill in for you?
51. Do you want a job where you can occasionally bring your kids to work with you?
52. Do you want a job where you can work from home occasionally or often?
53. Do you want a job where you do your work up close or from a distance (eye strain)
54. Do you want a job where you work in a small company or a large corporation?
55. Do you want a job where you and your coworkers share similar interests and hobbies and hang out together on and off the job?
56. Do you want a job where you work with older or younger colleagues or one where your coworkers are of a similar age to you?
57. Do you want a job where your boss is your age, older, or younger?
58. Do you prefer for your boss or supervisor to be male or female?
59. Is it important that the company or that your boss and/or coworkers share the same religion or beliefs as you?
60. Do you prefer to work with people of all the same gender as you or is a mixed work setting more ideal?
61. Is it important that your family be able to stop by or call as they want?
62. Do you want a job where you need to be able to calculate numbers or money in your head?
63. Do you want a job where you work in silence all day?
64. Do you mind a job that has a lot of environmental noise?
65. Do you mind a job that has chemicals, smells, and conditions that are unpleasant?
66. Do you prefer to speak or listen more in your job?

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67. Do you want to work an hourly job or a salaried job?
68. Do you want a job that pays you daily, weekly, biweekly, or monthly?
69. Do you want a job that only pays commission?
70. Do you want a job that has retirement?
71. Do you want a job that has health insurance?
72. Do you want a job that offers stock options?
73. Do you want a job that gives you bonuses based on performance?
74. Do you want a job that is unionized?
75. Do you want a government job?
76. Do you want a job that is consulting?
77. Do you want a job where you work with paperwork?
78. Do you want a job where the customer is always right?
79. Do you want a job where there is often conflict?
80. Do you want a job where you have to put on a fake smile?
81. Do you want a job where your appearance matters to the customer, company, boss, etc?
82. Do you want a job where you work with friends or relatives?
83. Do you want a job similar to your spouse or different?
84. Do you want a job in a specific industry, or just a job related to a specific job title?
85. Do you want a job where you use the internet?
86. Do you want a job that requires you to perform research?
87. Do you want a job where you have meetings and appointments with people, and if you miss work you have to reschedule meetings and appointments?
88. Do you want a job where you have to get certified every few years to keep your license to practice whatever you job is?
89. Do you want a job where you are the expert people come to for answers?
90. Do you want a job where you are responsible for people's lives?
91. Do you want a job where what you do makes a difference in someone's life?
92. Do you want a job where you believe in the product or service, or does that matter as long as the pay is good?
93. Do you want a job where you have onsite child care, onsite gyms, and onsite food establishments?
94. Do you want a job within walking distance of places to go at break and lunch?
95. Do you want a job where you can bring your dog to work?
96. Do you want a job where you have to wear work boots?
97. Do you want a job where you have to wear safety goggles?
98. Do you want a job where you work until you are done, or have a set time to get off each day?
99. Do you want a job where you have summers off?
100. Do you want a job where you develop relationships with clients or customers long term, or you service different people daily?

Looking at your current or past job, what walnuts can you identify that may be causing you stress, dissatisfaction, conflict, burnout, etc. ?

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What are the top 10 things you need to avoid in a job?

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What are the top 10 things you want in a job?

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## Mia's Resume- A Day in the Life of a Second Grader

Two of at least 10 pages of experiences I could write about if my daughter was looking for a job, but would I include all these on a single job application or resume, NO, I would only use the ones she needs that are relevant to help her get the job. Remember we all have EXPERIENCE that you forget about because it was not learned in a classroom or on a paid job,. Take responsibility for your own resume and use initiative to gain experience any way you can to get the job you want. Experience is something you can replicate if needed.

### **Event Planner**

- ❑ Experience planning parties and events with food, games, and prizes for children ages 2-12 on a budget up to \$100.

### **Food Chemist**

- ❑ Knowledgeable of boiling points for sugar (soft, soft crack, hard, hard crack) to find the perfect temperature for making toffee.

### **Candy Shop Owner**

- ❑ Made "Sparkle Candy" toffee for the Science Fair and sold over 100 pieces for a profit of \$20.

### **Fund Developer**

- ❑ Raised at least 20% of donations (\$5,000) for a 3-year-old boy with brain cancer through hundreds of direct requests, fliers at community events, and social media and email campaign.

### **Geocache Instructor**

- ❑ Experience teaching 4 children ages 5 and 6 how to use a compass, how to identify cardinal directions, and how to use a GPS device to geocache.

### **Detailer**

- ❑ Familiar with washing, drying, waxing, polishing, dusting, and vacuuming large trucks and SUVs.

### **Curriculum Designer**

- ❑ Created, developed, and sold a PowerPoint for children ages 5-10 on Teacher Pay Teachers, selling more than 10 copies in a one month period.

### **Broadway Singer**

- ❑ Stared as little Kangaroo in Seussical and sang chorus as a soprano in a Broadway Show with 6 performances.

### **Classroom Teacher Assistant**

- ❑ Experience tutoring kindergarten students in a dual immersion Spanish/ English classroom and assisting them with pronunciation, spelling, reading, math, and letter formation.

### **Yard Art Designer**

- ❑ Ability to construct accurate and decorative sun dials in all shapes and sizes as yard art for time keeping.

### **Personal Assistant**

- ❑ Experience depositing checks up to \$4,000, withdrawing up to \$600 from ATMs, grocery shopping for items up to \$200 and processing payment in store by ATM, returning and exchanging items, doing dishes, washing and sorting laundry, cleaning bathrooms, and assisting with child care for children under 4.

**Animal Trainer**

- ❑ Feed, create habitat for, and train a domesticated dumbo ear rat for show at competitions earning 1<sup>st</sup> place in “most cuddly,” “fastest,” most sociable,” and “best performer.”

**Cashier**

- ❑ Experience checking out groceries and knowledgeable of general cash register operation. Familiar with various forms of payment, checking ID, counting money, making change, upselling, exceptional customer service, and stocking shelves.

**Circus Performer**

- ❑ Ability to perform basic swinging ladders, unicycle ariel ribbons/ lyer, gymnastics, balloon animals, and magic for crowds as large as 300.

**Gardener**

- ❑ Knowledgeable of basic garden techniques based on climates, soil type, sun exposure and irrigation as well as pest control. Experience growing zucchini, carrots, pumpkins, tomatoes, peppers, watermelons, grapes, and basil. Received 1<sup>st</sup> place for the largest pumpkin at the LA County fair.

**Cosmetologist**

- ❑ Knowledgeable of basic makeup techniques for applying mascara, eye shadow, blush, lipstick, and foundation.

**Fashion Designer**

- ❑ Experience designing customized shirts, shoes, and hair bows using a variety of techniques including tie dye, iron-ons, lace trimming, puff paint, sequins, and ribbon. Received 1<sup>st</sup> place at the LA Fair for a 4-piece Tie Dye Outfit.

**Sports Photographer**

- ❑ Experience as the team sports photographer for the Emerald Sparkle Fairies AYSO Soccer Team. Ability to take action photos, edit, crop, filter, create collages, and upload to social media to publish.

**Counselor**

- ❑ Experience employing active listening and providing mediation for children ages 2-12 while deescalating anxiety, and suggesting conflict resolution.

**Book Store Manager**

- ❑ Managed the Scholastic Bookstore at a preschool and sold \$280 worth of products in a 2-hour shift. Categorized and organized books by age and subject, suggested books to customers, upsold products at checkout, and processed payment by credit card and check.

**Shoe Drive Coordinator**

- ❑ Experience soliciting used shoes in various neighborhoods door to door in order to donate 200 pairs of shoes to day workers at Home Depot for Christmas. Sorted shoes and assisted men in finding a suitable pair while speaking to them in Spanish.

**Nature Center Assistant**

- ❑ Knowledgeable of local animals, amphibians, reptiles, insects, and spiders and ability to teach children ages 2-10 about their habitat, the food chain, physical characteristics, and proper care and handling. Ability to identify dangerous insects, spiders, and plants and promote trail safety and respect for nature.

## Examples of how to list skills on resume from typical minimum wage jobs

### **JOB TYPE 1**

#### ***CASHIER/ CUSTOMER SERVICE/ RETAIL SALES/ STOCKER (Wal-Mart, Sports Chalet, Game Stop, Forever 21)***

- Familiar with customer payment by cash, check, credit card, debit, and gift card.
- Experience handling money and counting back change.
- Ability to issue receipts, refunds and credits due to customers.
- Familiar with the process and procedure for operating a cash register and electronic scanner.
- Capable of greeting customers with a warm welcome upon entering store.
- Ability to answer customers' questions about products and services.
- Capable of maintaining a clean and orderly checkout area.
- Knowledgeable of how to stock shelves and mark/ change prices on items as requested.
- Ability to lift merchandise properly to avoid injury.
- Ability to climb ladders using caution to avoid injury.
- Ability to take inventory to identify items to be reordered or restocked.
- Knowledgeable of packing customer purchases in bags carefully to avoid damage.
- Capable of maintaining clean and orderly shelves, displays, and, aisles.
- Knowledgeable of \_\_\_\_\_ products and ability to recommend, select, and locate merchandise based on customer needs and desires.
- Ability to provide high quality customer service and treat customers with excellence.

### **JOB TYPE 2**

#### ***HOST, SERVER, COOK, DISHWASHER, WAITER, CASHIER, BARISTA, ETC. (In-N-Out, Starbucks, Chili's, Catering)***

- Possession of current food handler's card.
- Ability to maintain clean equipment and work surfaces to ensure safe and sanitary food-handling practices.
- Experience cooking on a stove, grill, fryer, bbq, smoker and grill.
- Experience using a toaster, blender, mixer, microwave, waffle maker, meat cutter, etc.
- Ability to decorate cakes, cookies, and cupcakes using various cake decorating techniques.
- Knowledgeable of proper cooking and storage techniques to ensure food meets health and safety guidelines.
- Familiar with \_\_\_\_\_ food menu and ability to take food and drink orders accurately.
- Ability to memorize daily specials and promote and recommend them to customers.
- Ability to process food orders and knowledgeable of operating cash register and accepting payment in form of cash, credit, debit, or gift certificate.
- Ability to read food orders and prepare and cook food according to instructions.
- Experience washing, cutting, and preparing food.
- Experience reading recipes and measuring ingredients accordingly to cook quality food.
- Experience serving food and bussing tables accurately and efficiently while providing quality customer service.
- Experience washing pots, pans, dishes, utensils, and other cooking equipment by hand and in a large dishwasher.
- Ability to replenish food, condiments, and supplies as needed.
- Familiar with brewing coffee and making drinks to specification.
- Knowledgeable of need to check identification to ensure minimum age requirements are met for consumption of alcoholic beverages.
- Ability to greet guests and seat them at tables or in waiting areas.
- Experience setting a table with proper dishes and utensils.

**JOB TYPE 3****LABOR, MAINTENANCE, PAINTING, JANITORIAL, ETC. (Labor Staffing Agency, Construction, Janitorial Company)**

- Experience preparing surfaces with dropcloths and masking tape prior to painting.
- Ability to fill cracks and holes using caulking guns or putty knives.
- Experience applying primers, sealers, paint, and stain using brushes, spray guns, or rollers.
- Experience operating a skill saw, drill, and radial saw.
- Ability to perform basic drywall, tiling, and masonry.
- Knowledgeable of basic welding techniques.
- Experience using picks, shovels, rakes, lawn mowers, edger, and clippers during landscape.
- Experience cleaning and restocking restrooms.
- Experience sweeping, mopping, polishing and vacuuming floors and washing windows.
- Experience operating a fork lift, backhoe, and pallet jack.

**JOB TYPE 4****RECEPTIONIST, OFFICE SUPPORT, CLERICAL, DATA ENTRY, ETC. (Staffing Agency, Private Company)**

- Ability to operate copiers, fax machine, postage meter, scanners, and digital camera.
- Knowledgeable of answering a multiline phone by providing excellent customer service, taking messages, and forwarding calls.
- Ability to maintain a clean and orderly work environment and efficiently complete tasks on time.
- Experience supervising front office staff of 5 people and coordinating schedules to ensure adequate staffing coverage.
- Experience opening, sorting, and routing incoming mail and preparing outgoing mail.
- Ability to type 45 words per minute with 100% accuracy and perform 10 key data entry.
- Ability to file and maintain confidential records.
- Proficient in Social Media Programs including Facebook and Twitter. Familiar with Microsoft Word, Excel, and PowerPoint. Knowledgeable of basic Adobe Photoshop.
- Ability to take inventory and order office supplies online.



# O\*NET OnLine

[Updated 2010](#)



## Summary Report for: 11-2022.00 - Sales Managers

Plan, direct, or coordinate the actual distribution or movement of a product or service to the customer. Coordinate sales distribution by establishing sales territories, quotas, and goals and establish training programs for sales representatives. Analyze sales statistics gathered by staff to determine sales potential and inventory requirements and monitor the preferences of customers.

**Sample of reported job titles:** Sales Manager, Vice President of Sales, Director of Sales, District Sales Manager, Regional Sales Manager, Sales Supervisor, General Manager, Sales and Marketing Vice President, Sales Representative, Store Manager

View report: **Summary** [Details](#) [Custom](#)

[Tasks](#) | [Tools & Technology](#) | [Knowledge](#) | [Skills](#) | [Abilities](#) | [Work Activities](#) | [Work Context](#) | [Job Zone](#) | [Education](#) | [Credentials](#) | [Interests](#) | [Work Styles](#) | [Work Values](#) | [Related Occupations](#) | [Wages & Employment](#) | [Job Openings](#) | [Additional Information](#)

### Tasks

- Resolve customer complaints regarding sales and service.
- Oversee regional and local sales managers and their staffs.
- Plan and direct staffing, training, and performance evaluations to develop and control sales and service programs.
- Determine price schedules and discount rates.
- Review operational records and reports to project sales and determine profitability.
- Monitor customer preferences to determine focus of sales efforts.
- Prepare budgets and approve budget expenditures.
- Confer or consult with department heads to plan advertising services and to secure information on equipment and customer specifications.
- Direct and coordinate activities involving sales of manufactured products, services, commodities, real estate or other subjects of sale.
- Confer with potential customers regarding equipment needs and advise customers on types of equipment to purchase.

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### Tools & Technology

Tools used in this occupation:

**Desktop computers**

**Notebook computers**

**Personal computers**

**Personal digital assistant PDAs or organizers** — Personal digital assistants PDA

## Scanners

**Technology** used in this occupation:

**Calendar and scheduling software** — Contact management software; Scheduling software

**Customer relationship management CRM software** — Eden Sales Manager; Sage ACT!; Salesforce.com Salesforce CRM; Vanguard Software Vanguard Sales Manager

**Data base user interface and query software** — Data entry software; Microsoft Access

**Electronic mail software** — Email software; IBM Lotus Notes; Microsoft Outlook

**Spreadsheet software** — Microsoft Excel

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## Knowledge

**Sales and Marketing** — Knowledge of principles and methods for showing, promoting, and selling products or services. This includes marketing strategy and tactics, product demonstration, sales techniques, and sales control systems.

**Customer and Personal Service** — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

**Administration and Management** — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

**English Language** — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

**Personnel and Human Resources** — Knowledge of principles and procedures for personnel recruitment, selection, training, compensation and benefits, labor relations and negotiation, and personnel information systems.

**Economics and Accounting** — Knowledge of economic and accounting principles and practices, the financial markets, banking and the analysis and reporting of financial data.

**Psychology** — Knowledge of human behavior and performance; individual differences in ability, personality, and interests; learning and motivation; psychological research methods; and the assessment and treatment of behavioral and affective disorders.

**Education and Training** — Knowledge of principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects.

**Mathematics** — Knowledge of arithmetic, algebra, geometry, calculus, statistics, and their applications.

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## Skills

**Speaking** — Talking to others to convey information effectively.

**Active Listening** — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

**Social Perceptiveness** — Being aware of others' reactions and understanding why they react as they do.

**Persuasion** — Persuading others to change their minds or behavior.

**Coordination** — Adjusting actions in relation to others' actions.

**Critical Thinking** — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

**Monitoring** — Monitoring/Assessing performance of yourself, other individuals, or organizations to make improvements or take corrective action.

**Service Orientation** — Actively looking for ways to help people.

**Judgment and Decision Making** — Considering the relative costs and benefits of potential actions to choose the most appropriate one.

**Management of Personnel Resources** — Motivating, developing, and directing people as they work, identifying the best people for the job.

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## Abilities

**Oral Comprehension** — The ability to listen to and understand information and ideas presented through spoken words and sentences.

**Oral Expression** — The ability to communicate information and ideas in speaking so others will understand.

**Speech Clarity** — The ability to speak clearly so others can understand you.

**Written Expression** — The ability to communicate information and ideas in writing so others will understand.

**Problem Sensitivity** — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

**Speech Recognition** — The ability to identify and understand the speech of another person.

**Deductive Reasoning** — The ability to apply general rules to specific problems to produce answers that make sense.

**Fluency of Ideas** — The ability to come up with a number of ideas about a topic (the number of ideas is important, not their quality, correctness, or creativity).

**Written Comprehension** — The ability to read and understand information and ideas presented in writing.

**Originality** — The ability to come up with unusual or clever ideas about a given topic or situation, or to develop creative ways to solve a problem.

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## Work Activities

**Selling or Influencing Others** — Convincing others to buy merchandise/goods or to otherwise change their minds or actions.

**Establishing and Maintaining Interpersonal Relationships** — Developing constructive and cooperative working relationships with others, and maintaining them over time.

**Communicating with Supervisors, Peers, or Subordinates** — Providing information to supervisors, co-workers, and subordinates by telephone, in written form, e-mail, or in person.

**Getting Information** — Observing, receiving, and otherwise obtaining information from all relevant sources.

**Communicating with Persons Outside Organization** — Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or e-mail.

**Guiding, Directing, and Motivating Subordinates** — Providing guidance and direction to subordinates, including setting performance standards and monitoring performance.

**Developing and Building Teams** — Encouraging and building mutual trust, respect, and cooperation among team members.

**Making Decisions and Solving Problems** — Analyzing information and evaluating results to choose the best solution and solve problems.

**Developing Objectives and Strategies** — Establishing long-range objectives and specifying the strategies and actions to achieve them.

**Coaching and Developing Others** — Identifying the developmental needs of others and coaching, mentoring, or otherwise helping others to improve their knowledge or skills.

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## Work Context

**Electronic Mail** — 100% responded “Every day.”

**Telephone** — 100% responded “Every day.”

**Contact With Others** — 71% responded “Constant contact with others.”

**Duration of Typical Work Week** — 81% responded “More than 40 hours.”

**Face-to-Face Discussions** — 67% responded “Every day.”

**Freedom to Make Decisions** — 52% responded “A lot of freedom.”

**Level of Competition** — 52% responded “Extremely competitive.”

**Structured versus Unstructured Work** — 52% responded “Some freedom.”

**Deal With External Customers** — 48% responded “Very important.”

**Letters and Memos** — 48% responded “Once a week or more but not every day.”

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## Job Zone

**Title** Job Zone Four: Considerable Preparation Needed

**Education** Most of these occupations require a four-year bachelor's degree, but some do not.

**Related Experience** A considerable amount of work-related skill, knowledge, or experience is needed for these occupations. For example, an accountant must complete four years of college and work for several years in accounting to be considered qualified.

**Job Training** Employees in these occupations usually need several years of work-related experience, on-the-job training, and/or vocational training.




**Job Zone Examples** Many of these occupations involve coordinating, supervising, managing, or training others. Examples include accountants, sales managers, database administrators, teachers, chemists, art directors, and cost estimators.

**SVP Range** (7.0 to < 8.0)

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## Education

| Percentage of Respondents  | Education Level Required |
|--|--------------------------|
| 57  | Bachelor's degree        |
| 14  | Some college, no degree  |
| 14  | Master's degree          |

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## Credentials



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## Interests

Interest code: **EC**

**Enterprising** — Enterprising occupations frequently involve starting up and carrying out projects. These occupations can involve leading people and making many decisions. Sometimes they require risk taking and often deal with business.

**Conventional** — Conventional occupations frequently involve following set procedures and routines. These occupations can include working with data and details more than with ideas. Usually there is a clear line of authority to follow.

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## Work Styles

**Integrity** — Job requires being honest and ethical.

**Dependability** — Job requires being reliable, responsible, and dependable, and fulfilling obligations.

**Achievement/Effort** — Job requires establishing and maintaining personally challenging achievement goals and exerting effort toward mastering tasks.

**Leadership** — Job requires a willingness to lead, take charge, and offer opinions and direction.

**Initiative** — Job requires a willingness to take on responsibilities and challenges.

**Persistence** — Job requires persistence in the face of obstacles.

**Self Control** — Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.

**Stress Tolerance** — Job requires accepting criticism and dealing calmly and effectively with high stress situations.

**Adaptability/Flexibility** — Job requires being open to change (positive or negative) and to considerable variety in the workplace.

**Attention to Detail** — Job requires being careful about detail and thorough in completing work tasks.

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## Work Values








**Independence** — Occupations that satisfy this work value allow employees to work on their own and make decisions. Corresponding needs are Creativity, Responsibility and Autonomy.

**Working Conditions** — Occupations that satisfy this work value offer job security and good working conditions. Corresponding needs are Activity, Compensation, Independence, Security, Variety and Working Conditions.

**Achievement** — Occupations that satisfy this work value are results oriented and allow employees to use their strongest abilities, giving them a feeling of accomplishment. Corresponding needs are Ability Utilization and Achievement.

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## Related Occupations

- 11-2011.00 [Advertising and Promotions Managers](#)
- 11-2021.00 [Marketing Managers](#)  Green
- 11-2031.00 [Public Relations and Fundraising Managers](#)
- 11-3031.02 [Financial Managers, Branch or Department](#)  Bright Outlook
- 11-3071.01 [Transportation Managers](#) 
- 11-3071.03 [Logistics Managers](#)  
- 11-3121.00 [Human Resources Managers](#)
- 11-3131.00 [Training and Development Managers](#)
- 41-1012.00 [First-Line Supervisors of Non-Retail Sales Workers](#)
- 41-4011.00 [Sales Representatives, Wholesale and Manufacturing, Technical and Scientific Products](#)  

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## Wages & Employment Trends

**Median wages (2013)** \$52.18 hourly, \$108,540 annual

**State wages**



**Employment (2012)** 359,000 employees

**Projected growth (2012-2022)**  Average (8% to 14%)

**Projected job openings (2012-2022)** 106,900

**State trends**



**Top industries (2012)** [Retail Trade](#)  
[Wholesale Trade](#)

Source: Bureau of Labor Statistics [2013 wage data](#) and [2012-2022 employment projections](#). "Projected growth" represents the estimated change in total employment over the projections period (2012-2022). "Projected job openings" represent openings due to growth and replacement.

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## Sample Course Syllabi

A great place to get wording for your resume summary of skills or past job descriptions is course syllabi or textbook “learning objectives”. You can take some of the concepts you should know as a result of the class or reading the book and turn them into things you can replicate or things you have done. You do not have to have taken the class or read the book, just Google in general, i.e. “Accounting Class Syllabus Learning Objectives” and presto....awesome wording you can modify!

### 1202 INTERMEDIATE ACCOUNTING

1. **Conceptual Framework Underlying Financial Accounting:** Conceptual Framework, Basic Objectives, Fundamental Concepts, Recognition and Measurement Concepts.
2. **Receivables:** Recognition and Valuation of Accounts Receivables, Recognition and Valuation of Notes Receivables, Disposition of Accounts and Notes Receivables, Presentation and Analysis.
3. **Acquisition and Disposition of Property, Plant and Equipment:** Acquisition of Property, Plant and Equipments, Valuation, Costs Subsequent to Acquisition, Disposition of Plant Assets.
4. **Depreciation, Impairments and Disposition:** Depreciation, Impairments, Depletion, Presentation and analysis.
5. **Intangible Assets:** Intangible Assets Issues, Specifically Identifiable Intangibles, Goodwill, Impairment of Intangible Assets, R & D Costs, Presentation of Intangibles and Related costs.
6. **Current Liabilities and Contingencies:** Liability, Current Liability, Gain Contingencies, Loss Contingencies, Presentation and Analysis.
7. **Revenue Recognition:** Guidelines, Revenue Recognition at Point of Sales, Before Delivery and After Delivery.
8. **Accounting for Leases:** Basics of Leases, Accounting by Lessee and Lessor, Special Accounting Problems.

### KNOWLEDGE LEVEL

1. Quantitative Techniques in Business
2. Financial Accounting
3. Management Information
4. Business Law
5. Business and Finance

### APPLICATION LEVEL

6. Financial Reporting
7. Audit and Assurance
8. Taxation
9. Performance Management
10. Management, Governance and Ethics
11. Public Sector Accounting and Finance

### PROFESSIONAL LEVEL

12. Corporate Reporting
13. Advanced Audit and Assurance
14. Strategic Financial Management

- Describe merchandising activities and identify income components for a merchandising company.
- Identify and explain the inventory asset of a merchandising company.
- Describe both perpetual and periodic inventory systems.
- Analyze and record transactions for merchandise purchases using a perpetual system.
- Analyze and interpret cost flows and operating activities of a merchandising company.
- Prepare adjustments and close accounts for a merchandising company.
- Define and prepare multiple-step and single-step income statements.
- Record and compare merchandising transactions using both periodic and perpetual inventory systems.
- Explain similarities and differences in the planning of variable overhead costs and the planning of fixed overhead costs
- Identify the key features of a standard costing system
- Compute variable overhead spending and efficiency variances
- Compute the budgeted fixed overhead rate
- Explain two caveats to consider when interpreting the production-volume variance as a measure of the economic cost of unused capacity
- Show how the 4-Variance Analysis approach reconciles the actual overhead incurred with the overhead amounts allocated during the period
- Illustrate how the flexible-budget variance approach can be used in activity-based costing

## Sample Action Verbs

No sentences on your resume should start with “I”, it is a waste of space and is unnecessary; instead start sentences with a verb. “I was responsible for managing” now becomes, “Managed”. Verbs should be present tense only when you are still actively employed or talking about what you can do for the employer in a summary of skills and should be past tense if you are no longer doing the activity like in a past job. Also avoid using simple, non specific words on your resume like “helped”, and replace them with powerful action verbs that describe exactly what you did and how. Below are some examples of powerful action verbs.

|              |              |               |
|--------------|--------------|---------------|
| Accomplished | Earned       | Planned       |
| Achieved     | Edited       | Prioritized   |
| Added        | Enforced     | Programmed    |
| Administered | Engineered   | Proposed      |
| Addressed    | Evaluated    | Protected     |
| Advised      | Facilitated  | Purchased     |
| Aligned      | Filed        | Reconstructed |
| Analyzed     | Formulated   | Recorded      |
| Arranged     | Found        | Remodeled     |
| Assembled    | Identified   | Reported      |
| Assessed     | Illustrated  | Rescued       |
| Attained     | Influenced   | Researched    |
| Balanced     | Inspected    | Resolved      |
| Budgeted     | Instituted   | Responded     |
| Built        | Invented     | Reviewed      |
| Calculated   | Investigated | Scheduled     |
| Classified   | Led          | Secured       |
| Collected    | Listed       | Selected      |
| Compiled     | Listened     | Served        |
| Consolidated | Maintained   | Shaped        |
| Consulted    | Managed      | Solved        |
| Cooked       | Marketed     | Standardized  |
| Coordinated  | Moderated    | Streamlined   |
| Crafted      | Molded       | Supervised    |
| Created      | Monitored    | Surveyed      |
| Debugged     | Motivated    | Taught        |
| Defined      | Negotiated   | Tested        |
| Designed     | Operated     | Trained       |
| Developed    | Organized    | Traveled      |
| Diagnosed    | Oversaw      | Tutored       |
| Directed     | Performed    | Upgraded      |
| Discovered   | Persuaded    | Wrote         |

# Joseph "Joe" Smith<sup>1</sup>

1234 Main Street  
San Bernardino, CA 92407<sup>2</sup>

123-456-7890<sup>3</sup>  
joesmith@gmail.com<sup>4</sup>

## OBJECTIVE<sup>5</sup>

To obtain a position as a \_\_\_\_\_<sup>6</sup> that enables me to use my \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_ skills.<sup>7</sup>

## SUMMARY OF SKILLS<sup>8</sup>

### CATEGORY 1<sup>9</sup>

- Ability to \_\_\_\_\_.<sup>10</sup>
- Familiar with \_\_\_\_\_.
- Capable of \_\_\_\_\_.

### CATEGORY 2

- Experience using \_\_\_\_\_.
- Skilled in \_\_\_\_\_.
- \_\_\_\_\_ years experience \_\_\_\_\_.

### CATEGORY 3

- Proficient in \_\_\_\_\_.
- Trained in \_\_\_\_\_.
- Basic Knowledge of \_\_\_\_\_.

## EXPERIENCE<sup>11</sup>

### Name of Employer<sup>12</sup>

MM/YY-MM/YY<sup>13</sup>

### Job Title<sup>14</sup>

City, ST<sup>15</sup>

- Detailed description of job activities, responsibilities, and any awards or promotions.<sup>16</sup>

### Name of Organization<sup>17</sup>

MM/YY-MM/YY

### Role<sup>18</sup>

City, ST

- Detailed description of role in organization, volunteer activities, or awards received.<sup>19</sup>

### Name of Club<sup>20</sup>

MM/YY-MM/YY

### Leadership Title<sup>21</sup>

City, ST

- Detailed description of activities, leadership roles, planning and organization, and any awards.<sup>22</sup>

## EDUCATION<sup>23</sup>

### School Name<sup>24</sup>

MM/YY<sup>26</sup>

### Diploma, Certificate, Degree<sup>25</sup>

City, ST

- Honors, Awards, GPA if 3.5 and higher.<sup>27</sup>

### Organization<sup>28</sup>

MM/YY

### Name of Program/ Training<sup>29</sup>

City, ST

- Awards or Certificates<sup>30</sup>

## CERTIFICATIONS<sup>31</sup>

### Name of Organization<sup>32</sup>

Expiration MM/YY<sup>33</sup>

### Title of Certification

## COMPUTER SKILLS<sup>34</sup>

Proficient in \_\_\_\_\_, \_\_\_\_\_, and \_\_\_\_\_. Knowledgeable of basic \_\_\_\_\_.

## LANGUAGE SKILLS<sup>35</sup>

Ability to read, write, and speak \_\_\_\_\_ and \_\_\_\_\_. Knowledgeable of basic conversational \_\_\_\_\_.

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**PROFESSIONAL REFERENCES****Employer's or Supervisor's Name, Company and Job Title**

Street Address

City, ST Zip

Phone

Email

**Coach's Name, Organization and Job Title**

Street Address

City, ST Zip

Phone

Email

**Professor's Name, School and Job Title**

Street Address

City, ST Zip

Phone

Email

**Counselor's Name, School or Agency and Job Title**

Street Address

City, ST Zip

Phone

Email

**Pastor's Name, Congregation and Job Title**

Street Address

City, ST Zip

Phone

Email

**Professional Colleague, Company and Job Title**

Street Address

City, ST Zip

Phone

Email

**Client, Company and Job Title**

Street Address

City, ST Zip

Phone

Email

**TIPS**

Remember you choose your references. On a job application you normally have to list a supervisor or the owner of the company but here you can decide who you want to list. It should not be friends or relatives, but someone who is a professional and who has seen your work in action and can attest to your skills. Be sure to ask their permission, let them know what types of jobs you are applying for, and maybe even ask for a letter of reference. Only send references upon request so you are not giving out their personal information to 50 companies a week during your job search, but do include references or letters of recommendation when it may help you get the job because the person you are referencing may be known by the employer and their good words about you may help you get the interview.

## **The Gift you Give and the Gift you Get**

Back in the time of the railroad, if you wanted a job you just showed up and worked. If you contributed and were seen as valuable, you were asked to stay and were compensated. If you were unproductive, a liability, or a distraction to others, you were asked to hit the road. Times have changed and we no longer get to “try people out” and then decide if we want to keep them or pay them. We hire them, and then we are often stuck with them. Perhaps this is why more and more companies are moving to hiring labor through temporary agencies, to do the closest legal thing they can to “try people out”.

Want to shine above your competition, get an interview, and demonstrate your work? Don't send a work sample from your past job, do a week's worth of work for your future employer and turn it in with your application and be sure to slap their logo all over it and your name and soon to be title. It is also a good idea to cc the department head, supervisor you will work for, and anyone else that would see this and be impressed as HR may not realize how valuable what you are giving them is, only those you will be working for will appreciate it. What, work for free? YES!

If you are not willing to volunteer 40 hours NOW trying to get an interview by demonstrating what you can do for the employer, why on earth would you give them 24% of your week for the next year, 5 years, or decade? If you really want to work somewhere, to spend 40 hours preparing something that shows how you can help them, should be interesting, thought provoking, and enjoyable. If at the end of the 40 hours you are tearing your hair out and you hate life, you just experienced what you are going to be doing once you get hired and I highly suggest you run from that job, and find a different one, one you would do for free or for pay.

Attached is a 3 page sample of a 38-page document I helped my husband prepare for job applications last year. It had 5 goals he wanted to achieve over the next 5 years, objectives he wanted to measure, and strategies he wanted to employ.....and it had the school's name plastered all over it with relevant names and data as well as the school logo and his name inserted as the position he was applying for. Again this is just a three-page sample and only a portion of the five goals. This was a massive project, about 80 hours of work, but if hired for the job of a head football coach at a new high school, this is what he would be doing his first two weeks any how, making a plan of action. This tells the school exactly what he plans to do for them upfront and given he already had a job, helped him look for a job that met his expectations as a coach.

Did he get called for an interview, YES! Each and every place he applied. Did he get offered a job, YES! But, sitting down and preparing this plan made him also realize, this was not the year for making a big move, starting at a new school, and implementing a new plan. Had he not had made this plan upfront, he may have regretted his decision after accepting. Making the plan helps you envision what you want to do for that employer and let's you “try out” that job. After all this is your 24% to give to someone who is worth your time. If and when my husband ever decides to change programs, he will use this same strategy and whoever he chooses to work for has to be worth his time because he gives about 50% of his pie chart to that employer and those kids when it is football season.

Find a way to make a gift for your future employer. It is something that shows what you are capable of doing for them. Let me reiterate, THEM!

Don't turn in something from your past job, that is an insult. It is like taking a scrapbook from a past relationship and crossing off names and scratching out pictures and just replacing them with the new persons'. Tacky and soo insulting. Do your homework on the company enough to know what they need and do something valuable for them! Email or mail your plan to any and everyone who will be involved in the hiring process when you apply. Chances are you may get missed by HR but may get noticed by the true decision makers.

### **Some examples:**

OFFICE WORK: Redo a brochure that is outdated and not appealing

SALES: Make a PowerPoint for a presentation you will need to give

EDUCATION: Make a syllabi for a class you will teach

WAREHOUSE: Prepare a training manual for a machine on site

RETAIL: Gather and sanitize carts in the parking lot all day

MARKETING: Make a radio ad for a company and send it to them

MANAGEMENT: Create a 5-year strategic plan

EVENT PLANNING: Create a budget and include suggested vendors

ACCOUNTING: Review their annual report and outline strategies for saving

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----- **Football Program**  
**2014-2018**

**I. To create a competitive football program that is well respected at \_\_\_\_\_ High School, the \_\_\_\_\_ community, the \_\_\_\_\_ League and the \_\_\_\_\_ Section.**

| A. Establish the _____ Football Philosophy, Mission, and Vision.  |  | Timeline             | Key Players   |
|---|--|----------------------|---|
| 1. Introduce strategic plan for the _____ football program and solicit feedback based on the school mission, vision, and goals for the next 5 years.  |  | Winter 2014          | Administration, Athletic Director, Beck                           |
| 2. Meet with _____ Administration to develop a timeline for the 2014 season.  |  | Winter 2014          | Administration, Athletic Director, Beck                           |
| 3. Assess program needs and develop a yearly program budget to maintain and grow the program to be competitive at _____ Division over the next 5 years.   |  | Spring 2014          | Administration, Athletic Director, Booster Club, Beck             |
| B. Establish the "No Huddle Single-Back Spread" Offense   |  | Timeline             | Key Players   |
| 1. Meet with the existing coaching staff to introduce the offense.  |  | Spring 2014          | Beck, other coaching personnel                                    |
| 2. Work with the existing team to introduce the offensive playbook.   |  | Spring 2014          | Beck, other coaching personnel                                    |
| C. Establish the 4-4 / 4-2-5 Defense  |  | Timeline             | Key Players   |
| 1. Meet with the existing coaching staff to introduce the defense.  |  | Spring 2014          | Beck, other coaching personnel                                    |
| 2. Work with the existing team to introduce the defensive playbook.   |  | Spring 2014          | Beck, other coaching personnel                                    |
| D. Increase athlete participation in the football program   |  | Timeline             | Key Players   |
| 1. Create an environment that students are drawn to and want to join.   |  | Ongoing              | Beck, other coaching personnel, Administration, Athletic Director |
| 2. Meet with other athletic and physical education coaches at _____ and breed excitement for developing multi-sport athletes and cross training.  |  | Spring 2014/ Ongoing | Beck, other coaching personnel, Administration, Athletic Director |
| 3. Speak at a school wide assembly or rally to introduce myself and talk about the football program to entice prospective and current players to come out to a meet and greet with their parents. |  | Spring 2014          | Beck, other coaching personnel, Administration, Athletic Director |



----- **Football Program**  
**2014-2018**

|  |                |  |
|--|----------------|--|
| 4. Hold a meet and greet with all prospective players and their parents to introduce the new program, new philosophy, and breed excitement through a fun, informal, team building BBQ/ activity day.   | Spring 2014    | Beck, other coaching personnel, Administration, Athletic Director            |
| 5. Encourage current students from my classes and around campus to come out and try football.  | Ongoing        | Beck   |
| 6. Meet and greet with Middle School and Youth Football Staff and Coaches and encourage them to potentially use our facilities, bring their athletes to our games, and consider doing summer training camps with our school as a way to create a feeder program for the school and also to get lower programs using similar offense and defense schemes to create greater knowledge of football coming into high school. | Summer 2014    | Beck   |
| 7. Participate in community-wide events (community service, parades, work days, etc. ) as a team to become known in the _____ area as a positive new program for youth.  | Ongoing        | Beck   |
| 8. Implement training camps that attract youth players from the _____ area so they are excited about coming to _____ in the future and have knowledge of our program and schemes.  | Spring- Yearly | Beck, Athletic Director, other coaching personnel, Athletes                  |
| 9. Have a two-day summer youth camp taught by regional position experts and current _____ athletes and coaches.  | Summer- Yearly | Beck, Athletic Director, other coaching personnel, Athletes, Invited Coaches |
| 10. Work with local media (newspaper, tv station, radio, etc.) to develop a positive relationship for our school and our team and breed excitement for the _____ in the community.   | Ongoing        | Beck and Athletic Director   |
| 11. Work with administration, counseling, and faculty to identify youth who need an outlet and approach them about playing football and being part of our brotherhood and family.  | Ongoing        | Beck   |
| 12. Educate families about the positive impact of sports and how participation in extra curricular activities actually helps increase grades not lower them and how sports can also create accountability.   | Ongoing        | Beck and Athletic Director   |
| E. Create a winning tradition at _____   | Timeline       | Key Players  |

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----- **Football Program**  
**2014-2018**

|           |  |                  |  |
|-----------|--|------------------|--|
|           | 1. Create an environment where we consistently earn a playoff spot.  | Ongoing          | Coaching Staff, Athletes, Faculty, School Staff, Administration, and Community |
|           | 2. Do it differently! Create an edge over other public school experiences.   | Ongoing          | Coaching Staff, Athletes, Faculty, School Staff, Administration, and Community |
|           | 3. Create an environment that grows, thrives, and draws families and fans to _____ and that makes alumni proud.  | Ongoing          | Coaching Staff, Athletes, Faculty, School Staff, Administration, and Community |
|           | 4. See athletes be recognized in the league for their hard work and dedication, as well as their contributions to the team.  | November- Yearly | Coaching Staff, Athletes   |
|           | 5. Establish measurable evaluation methods to determine program success.   | June- Yearly     | Beck, Athletic Director, Administration  |
| <b>F.</b> | <b>Clearly identify expectations and responsibilities to ensure program cohesion</b>   | <b>Timeline</b>  | <b>Key Players</b>   |
|           | 1. Meet with Administration to review program direction and needed support for immediate and long-term success   | Spring 2014      | Beck, Athletic Director, Administration  |
|           | 2. Set a coaches meeting for established and prospective coaches to discuss the coaching philosophy to determine who is on board and would like to work the 2014 season under the program. | Spring 2014      | Beck, Athletic Director, Existing and Potential Coaching Staff                 |
|           | 3. Create parent packets for orientation meeting and hold parent informational/orientation meeting to review program expectations.   | June- Yearly     | Coaching Staff, Athletic Director  |
|           | 4. Create player handbook and hold player orientation meeting to review program expectations.  | June- Yearly     | Coaching Staff, Athletic Director  |
|           | 5. Work with other sports coaches at _____ to develop multi-sport athletes and support cross training amongst multiple sports  | Ongoing          | Beck, Athletic Director, other sports coaches                                  |
| <b>G.</b> | <b>Delegate seasonal responsibilities to increase program efficiency</b>   | <b>Timeline</b>  | <b>Key Players</b>   |
|           | 1. Create list of program needs and responsibilities to be delegated to parents.   | June- Yearly     | Beck, Athletic Director, Boosters  |
|           | 2. Establish parent support to assist with seasonal responsibilities   | June- Yearly     | Beck, Team Parent  |

## **Interviewing Tip Sheet**

### **Preparing for the Interview**

- Research the company/ organization by going to their website and by Googling them for news stories, reports, company information, etc. If they are a retail establishment, you might also visit them or another nearby location of the same type and see what you can learn via observation. Many companies also have their training manuals online. The more time you put in, the more it will show in your interview as you have more relevant information to discuss and share.
- Review the job description and your resume and gain as much knowledge as you can about the job requirements before the interview so you can talk about your abilities during the interview. Make an interview chart to sort your experience.
- Get directions to the interview and practice driving there so you know where you are going, where to park, if there is a parking fee, and the exact location of their door. The last thing you want is to be there but not meter money, not be able to find the door, and show up late, out of breath, and sweaty from rushing around.

### **How to Dress for the Interview**

- Dress for the position above the position you are interviewing for. In most cases, you can never overdress, and the more professional you look the more seriously the interviewers will take you.
- Dress shoes are ideal, but if all you have are casual shoes, just wear your nicest and cleanest pair.
- If possible, remove all excess jewelry and piercings. If you choose to wear them, they may impact your professional image, but if you want to be able to wear these things to work, seek environments where they are allowed and worn by employees.
- Limit the use of cologne and perfumes. If your interviewer has allergies or is sensitive to smell, it may distract them.
- If you smoke, don't the day of the interview or, if you do, ensure you change your clothes. Again, if your interviewer has allergies or is sensitive to smell it may distract them.
- Set your clothes out the night before so you are not scrambling the day of the interview to find what you need. Pack an extra outfit in case you tear or stain your clothes en route to interview.

### **The Day of the Interview**

- Eat a healthy meal and drink plenty of fluids prior to your interview.
- Pack a copy of your resume and anything else requested by the employer. Consider making something for the company to give to them to demonstrate your work.
- Pack a bottle of water with you if you have a tendency to get nervous or choked up under pressure. It is better to take a drink during the interview than to have a dry mouth and be unable to communicate. **DO NOT BRING ANYTHING OTHER THAN WATER.**
- Plan to leave your phone in the car, at home, or in your pocket turned completely off, so you are not distracted. If you bring it inside, do not check it at all in the lobby.

- Leave early for your interview. Allow extra time for traffic, getting lost, accidents, parking, etc. I suggest leaving an hour or two earlier than you need and just going to a coffee shop near by while you wait.
- Make sure you use the restroom somewhere other than at the business or organization where you are interviewing. It is rude to ask to use their restroom. All freshening up should be done prior to entering their establishment.
- Walk into the interview area 10 minutes prior to your interview. If you arrive earlier, wait in the car or at a nearby location; do not wait at the business or organization.
- Don't take anyone in to the business or interview with you. They are hiring you, not you and your family or you and your friends. It makes you look like you are dependent on others. Similarly don't have your friends and family wait close by where they might see you with them as you walk out.

### **At the Interview**

- Check in with the first person you see and tell them your name and what time your interview is so they can guide you to the proper person or location.
- Smile and make small conversation, as appropriate, with other employees while you wait. They often will be asked about their interactions with you or their opinion of you when not under pressure.
- Be observant and read any and everything you see related to the company or organization, i.e. handouts, brochures, posters, etc. while you wait. It may help you answer questions in the interview. Don't review or read your resume and don't read magazines and newspapers they have sitting out. Only read company related information at your fingertips.
- Don't check your phone; it should not be with you, but if it is, it should be turned off and put away.
- Do not look impatient or be rude to the person you checked in with. They will get to you when they get to you and looking impatient or irritated shows you may not really want to work there.

### **During the Interview**

- When you first walk in, make eye contact and give a firm handshake to the interviewer, or if there are multiple interviewers, shake hands with them all if it is convenient and they appear to have interest in doing so. If not, at least acknowledge them all with a nod, smile, or greeting. If you have sweaty palms, brush them against your pants or dress gently before you shake hands, and if you are obviously sick, decline out of respect. You may even want to call ahead that morning and let them know you are happy to come in, but wanted to give them the option to reschedule if anyone had an issue with you being sick and in close quarters. There may be staff who are pregnant or who have compromised immunity that may greatly appreciate your offer to reschedule or even Skype.
- Always maintain eye contact and speak clearly, loudly enough to be heard, and with confidence.

- Don't take out your resume or application unless they ask for it; it will distract you. At the end you can bring it out if you want to give them a copy. If you brought a project specific to them and their company, you can bring it out when appropriate.
- Don't tap your fingers or feet, or play with your hair or clothing. If you have these habits, seek ways to minimize them during the interview, i.e. hands in pocket, feet on chair rung, hair pulled back, etc.
- Take your time. They scheduled time to meet with you, so use each question as a prompt to speak and tell them why you are a good fit for the job. If you are talking too much, you will know from their body language, but most people talk too quickly and finish their interviews way ahead of schedule.
- Never say I don't know or I don't have any; find something you can talk about or give hypothetical examples of what you can do or what you would do.
- Be sure to ask a few questions at the end about the organization or the next step in the hiring process. Do not ask anything about hours, wages, start dates, etc. Wait until you are offered a position to discuss these things.

### **After the Interview**

- As soon as you get to the car or home, write down as many questions as you can remember from the interview so you can practice them for the next interview you might have and think about what you did well and what you need to improve.
- Send or drop by a thank you note or email that day or the next day at the very latest thanking them for their time and reiterating why you are qualified and what you can bring to the position.
- Continue to research the company or business to determine if you want to work there.
- Anticipate their call and ensure you are checking your messages and/or email a few times a day so you don't miss the opportunity to connect with them as soon as possible. Prepare your response for when you can start, what shifts you can work, and your desired wage. Be willing to negotiate all of this, but know what you prefer if you are asked.

### **On the Job**

- Make sure you know what to wear and when to arrive your first day of work.
- Commit to arriving early, going above and beyond, and taking initiative once you start the job, not just showing up and expecting a paycheck. Each job is a chance to build your resume and outgrow your job description. Even if you don't get promoted or see a pay increase, you help yourself and your skill set.
- Keep a list of things you enjoy about work and things you don't so that you can move into positions that include more things you enjoy long term and steer clear of the things you don't.
- Don't get stuck in a random job for 10 years; always keep your long term goals in mind and how this job helps you achieve them. Remember 70% of American's hate their jobs and if we work full time, work takes up 24% of our week, so be deliberate about eventually finding a job where you can proudly say, "I GET TO GO TO WORK TODAY."

## Notes about Company Research

Here is a check list to help you research each company you plan to apply to/ interview with.

Taking the time to do this will allow you to talk about what you can do for them during an interview vs. what you have been doing for someone else and this will also ensure you know who you are about to give 24% of your week to. Make sure they are worth your valuable time.

- Mission
- Vision
- Goals
- History
- Culture
- Departments
- Projects
- Management/ Administration
- Supervisor
- Co-Workers
- News Articles
- Annual Report
- Institutional Research/ Data Collection
- Customers/ Clients
- Competition
- Better Business Bureau
- Reference USA/ A-Z Database
- Census Data on the area
- Laws, Codes, Rules, Procedures, and/or Regulations
- Machines, Programs, Equipment

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## Sample Interview Chart

List your experience (jobs, volunteer work, clubs, classes, family activities, research, etc.) on the left and choose common interview questions to list on the top. Go through and think of stories you could tell from each experience for each question. Look at the job description you are interviewing for and find the story that demonstrates your qualifications the best based on what the employer is looking for. The two major benefits of the interview chart is that it helps you not just talk about your past job, but the experience you have that is meaningful to the position, and it helps you break away from question/ answer interview prep and instead gets you thinking about stories you can tell no matter what question you are asked and in which order at the interview. The interview chart is something you can keep and expand each time you have new experiences. Consider making it in Excel so you can expand the experiences and questions beyond this single page and always have it handy as a reflection of skills you have to offer.

|                                  | What is your greatest strength?   | What is your greatest Weakness?  | Please describe a time you had a conflict with someone and how you solved the situation.  | Please describe your leadership experience.   |
|----------------------------------|---|--|---|---|
| JOB: McDonalds Cashier           | Customer Service and awarded employee of the month 3 times last year.   | Not being bilingual, but taking classes and practicing with friends to improve.                                      | Customer upset order filled incorrectly. Apologized, refilled order quickly, and gave coupon for next visit for free meal.  | Trained new employees on cash register.   |
| VOLUNTEER: Food Bank Food Sorter | Attention to Detail and ability to sort and organize food quicker than any other volunteer based on criteria we need to look for. | Forklift certification but I am signed up to get trained next month and will be able to help in the warehouse.       | Misunderstanding about assigned work. Looked in staff and volunteer handbook for clarification and redid the assigned job accordingly.  | Worked independently to complete tasks and encouraged others around me.                               |
| CLUB: ASB Treasurer              | Organization and ability to always know the balance of our accounts and our spending history as a result.                         | New to the school and getting to know the students and teachers more by attending more events and going to meetings. | Frustration with club president not responding to emails. Met with them and found out they don't check email. Asked preferred contact method and improved communication.                | Facilitated conversations with members about finances and anticipated costs and purchases.            |
| Class: Art                       | Creativity and award for pencil drawings at the school art show and the county fair.  | Limited experience with graphic design but taking classes to improve and practicing at home.                         | Fellow student not participating in group assignment. Talked to student about interests and reassigned new assignment to them based on interests so they were motivated to participate. | Served as team leader on large group project.   |
| HOME: Babysat Siblings           | Ability to resolve conflict   | Need more experience helping children with Math Homework but great with English and History.                         | Siblings refusing to listen while parents are away.   | Served as a mentor, helped with homework, and made decisions based on the well being of the children. |

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## **Reframing the Interview Questions: What Employers REALLY want to Ask but Can't**

The entire interview should be focused on what you can do for the employer and how you are valuable to them. It should not be an exhausting amount of information about what you have done in the past for someone else.

Imagine being on a first date and having your date talk about their ex for 45 minutes. Help the employer envision you working there and all the wonderful things they can expect from you. Interviews have to be conducted fairly and legally so here is a list of things the employer is really asking followed by the question you might actually hear. How can you tell them what they can't really ask in a more effective way?

### **WHO ARE YOU AND WHY SHOULD I CARE?**

- We have had a chance to review your resume and your application, but so we can get to know you better, please tell us about yourself.

### **AM I ONE OF 50 JOBS YOU APPLIED FOR THIS WEEK?**

- Why did you apply to our company/ organization?
- Why did you apply for this position?

### **WHAT IS YOUR MOTIVE?**

- What are your short and long term goals?
- What is the thing you like most about this position?
- What is the thing you like least about this position?

### **WHAT CAN YOU DO FOR ME?**

- Please describe your past experience that has prepared you for this position.
- What are your strengths as they relate to the position?
- What are three words your previous boss, teacher, coach, or counselor would use to describe you?

### **WHAT DO I HAVE TO TEACH YOU?**

- What are your weaknesses as they relate to the position?

### **CAN YOU GET ALONG WITH ME AND WITH COWORKERS?**

- Please describe a time you had a conflict and how you handled the situation.
- Please describe your ability to work in a team.

### **DO I HAVE TO BABYSIT YOU?**

- Please describe your ability to work independently to complete a large task.
- Please describe your ability to handle competing priorities and multitask to meet deadlines.

### **DO YOU JUST SHOW UP OR DO YOU CONTRIBUTE?**

- What is your greatest accomplishment?
- Please describe a time you saw a problem and took initiative to solve it.

### **ARE YOU ETHICAL?**

- What would you do if your supervisor asked you to do something that compromised your ethics and values?
- If you were going to be late for work, what would you do?
- Please describe a time you made a mistake and how you handled the situation.
- What would you do if you thought your supervisor was stealing from the company?

### **HOW MUCH DO YOU WANT THIS JOB?**

- What else should I know about you and why should I hire you for this position?
- Do you have any questions for us?

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## Veterans Services, Benefits, Programs

***VETERAN AFFAIRS (office hours and days of operation vary greatly so call FIRST)***

San Bernardino County Veterans Affairs  
175 West Fifth Street, Second Floor  
San Bernardino, California 92415-0470  
909-387-5516  
<https://hss.sbcounty.gov/va/>

Hesperia Office  
15900 Smoke Tree St.  
Hesperia, CA 92345  
760-995-8010

Yucca Valley Office  
56357 Pima Trail  
Yucca Valley, CA 92284  
760-228-5234

Rancho Cucamonga Office  
8575 Haven Ave.  
Rancho Cucamonga, CA 91730  
909-948-6470

29 Palms Office  
73629 Sun Valley Dr.  
29 Palms, CA 92277  
760-361-389

Fort Irwin Office  
Building 111  
Ft. Irwin, CA 92310

Barstow Office  
100 E. Veterans Parkway  
Barstow, CA 92311  
760-252-6257

Loma Linda Office  
11201 Benton St.  
Loma Linda, CA 92357

Riverside County Department of Veterans' Services  
4360 Orange Street Riverside, CA 92501  
951-955-3060

<http://veteranservices.co.riverside.ca.us/opencms/>

Indio  
44-199B Monroe Street  
Indio, CA 92201  
Office: (760) 863-8266

Riverside Department of Public  
Social Service Office  
63 S. 4<sup>th</sup> Street  
Banning, CA 92220

Hemet  
749 N. State Street  
Hemet, CA 92543  
Office: (951) 766-2566

Blythe VA Clinic  
1273 W. Hobson Way  
Blythe, CA 92225

Corona Vet Center  
800 Magnolia Ave, Suite 110  
Corona, CA 92879-3123

Murrieta VA Health Clinic  
28078 Baxter Road, Suite 540  
Murrieta, CA 92563

Palm Desert VA Clinic  
41990 Cook Street  
Palm Desert, CA 92211

## **VETERN CENTERS**

High Desert Vet Center  
15095 Amargosa Rd, Suite 107  
Victorville, CA 92394  
760-261-5925

Corona Vet Center  
800 Magnolia Avenue Suite 110  
Corona, CA 92879  
951-734-0525

Temecula Vet Center  
40935 County Center Drive, Suite A  
Temecula, CA 92591  
951-302-4849

## **COUNSELING/ PTSD**

Healing Circle Veterans Acupuncture Project (HCVAP)  
Tuesdays 5pm-7pm  
12598 Central Ave. Unit 113  
Chino, CA 91710  
909-590-4183

- *FREE Acupuncture/ Holistic Healing to improve mental clarity, focus, concentration, and memory. Improves sleep, reduces stress and anxiety, alleviates flashbacks and nightmares.*

VA Loma Linda Healthcare System  
11201 Benton Street, Loma Linda, CA 92357  
909-825-7084

PTSD Clinical Team (PCT) Outpatient  
Cheryl Hardcastle: (909) 583-6044

Women's Stress Disorder Treatment Team (WSDTT) Outpatient  
Cheryl Hardcastle: (909) 583-6044

Redlands Christian Center  
51 W Olive Ave, Redlands, CA 92373  
(909) 793-1078  
[www.ccs-cares.org/](http://www.ccs-cares.org/)

## **HEALTH**

VA Medical Center  
11201 Benton Street  
Loma Linda, CA 92357  
(909) 825-7084  
<http://www.lom.med.va.gov/>

## **HOUSING**

Cal-Vet Home Loan Information  
1770 Iowa Ave., Suite 260  
Riverside, CA 92507  
(909) 774-0102  
<http://www.cdva.ca.gov/calvet/default.asp>

Veterans Home of California, Barstow  
(760) 252-6200

Veterans End Homelessness Program- Riverside  
<http://www.endhomeless.info/programs.asp>  
909-825-7084

Supportive Services for Veterans Families  
San Bernardino County Keys Program  
<http://www.keysnonprofit.org/ssvf/>  
909-381-3953

Housing Authority of Riverside County  
<http://www.harivco.org/Program/HowtoApply/tabid/69/Default.aspx>  
(951) 351-0700

## **EDUCATION**

Educational waivers for spouse or dependent of deceased or disabled vets  
[https://www.calvet.ca.gov/Files/VetServices/Fee\\_Waiver\\_Form\\_dvs40.pdf](https://www.calvet.ca.gov/Files/VetServices/Fee_Waiver_Form_dvs40.pdf)

San Bernardino County Superintendent of Schools  
(909) 386-2412  
<http://vdp.sbcss.k12.ca.us>

- Free High School Diploma Program

Veterans Corner CSUSB  
<http://veterans.csusb.edu>

GI Bill Approved Schools  
[http://www.benefits.va.gov/gibill/school\\_locator.asp](http://www.benefits.va.gov/gibill/school_locator.asp)

## **TRANSPORTATION**

Reduced rates for Veterans on the bus and rail routes they use most often  
Call 511 from any phone or visit the following website for all the details.  
<http://www.ie511.org/veterans-transportation.aspx>

Free Medical Transportation to Loma Linda through the VA  
(909) 825-7084  
<http://www.va.gov/healthbenefits/vts/locations.asp?location=44>

Disabled Veterans Free Transportation  
(909) 583-6016  
<http://www.dav.org/veterans/i-need-a-ride/>

## **JOB SEARCH SITES**

Military.com

<http://www.acp-usa.org>

## **DISCOUNT PROGRAMS**

<http://countyofriverside.us/Business/VALOR.aspx>

<http://militaryandveteransdiscounts.com>

<http://militarybenefits.info/military-and-veteran-discounts/>

## Community Resources

Here are some links to things I may have mentioned during the workshop as well as a basic listing of community resources. There are many more organizations out there providing amazing services, this is just a start. You have to be proactive about asking for what you need and keep asking many different ways until you find someone who understands your needs and can help you or refer you for help. You can also call 211 to access community resources near you from any phone or Google 211 and your county for an online directory. Again, if you call or look online and don't get what you need, TRY AGAIN! No one is an all knowing "THEY", not even the computer. Almost daily I learn about new resources so until you have looked everywhere, don't give up, there is an organization out there for almost every need and situation, you just have to find it. For an updated version of this list, visit [www.careervisionbyjamie.com](http://www.careervisionbyjamie.com) as resources are added monthly.

### MEDICAL

- <https://ww3.iehp.org/>
- <https://www.coveredca.com/>
- <https://www.c4yourself.com/>
- <http://freeclinicdirectory.org>
- <http://www.coaoc.org/programs-and-services/hicap/how-it-helps.aspx>

### DENTAL

- <http://www.tcds.org/?page=communityoutreachpro>
- Loma Linda Free Dental Clinics (909) 558-45
- <http://freeclinicdirectory.org>

### FREE COMPUTER CLASSES

- Check your local libraries for free classes but also check the online library databases for online tutorials and certificate programs.
- [http://www.edd.ca.gov/Jobs\\_and\\_Training/pubs/osfile.pdf](http://www.edd.ca.gov/Jobs_and_Training/pubs/osfile.pdf)
- [http://www.goodwill.org/locator/?service\[\]=4&location=](http://www.goodwill.org/locator/?service[]=4&location=)

### TRAINING PROVIDERS

- <http://etpl.edd.ca.gov/wiaetplind.htm>  
These are WIA approved training providers. The lists show various programs cost and where they are located to help you pick the best one opposed to the first one you hear about. Some programs are free or very low cost, others run thousands so it is so important to explore options. Often times, colleges offer the same types of trainings but allow you to get AA or BA degrees opposed to certifications, which will increase your earning long term, so be sure to check traditional pathways as well. If you want to earn a certificate, AA, BA, Credential or Masters degree, check into local state funded resources, they are often the cheapest programs and they are WASC accredited which means the classes and degrees transfer to other institutions:

- Teen Training Programs are also a great opportunity for low income youth to gain job experience and to build their resume. Here is one resource to check out, there are many more.

<http://cms.sbcounty.gov/wib/SBCWorkforceInvestment.aspx>

### **FINANCIAL AID**

- College does not have to be expensive. You have to find the right program and the right person and the right application and you should be able to achieve your goals. Everyone should apply for the FASA through this website if they plan to access training via an educational institution.  
<https://fafsa.ed.gov/> There are many scam sites out there, be sure you only access the one ending in gov.
- Many libraries offer a tuition database for national scholarships , but they are very difficult to get so be sure to apply for all of the scholarships on campus and sign up for programs like EOPS, EOP, SAIL, etc. which offer additional support and aid for low income first generation students. Here are some local examples of these programs. Check your colleges for like programs.
  - <http://www.valleycollege.edu/student-services/specialized-counseling-services/eops-care>
  - <https://www-ugs.csusb.edu/eop/english/>
  - <http://www-ugs.csusb.edu/sail/>
- Check with various programs on campus that also cater to adult re-entry students, women, students with disabilities, foster care youth, students with children, etc. as there are additional financial programs and support systems for these populations. Here are just a few local programs as an example:
  - <http://studentunion.csusb.edu/departments/oarc>
  - <http://ccampis.csusb.edu/>
  - <http://www.chaffey.edu/foundation/scholarships/index.shtml>
- At some colleges if you are over 60, you can obtain a fee waiver to attend school
  - [http://admissions.csusb.edu/nontraditional/a\\_over60pdc.shtml](http://admissions.csusb.edu/nontraditional/a_over60pdc.shtml)
- Many employers offer tuition reimbursement including places like colleges and universities themselves. At colleges and universities you can often even transfer your tuition reimbursement to family members. Some employers will only offer tuition reimbursement if you agree to sign a contract that you will stay with them for a certain length of time; otherwise you repay the loan.

### **LITERACY PROGRAMS**

- Varies places in the community offer literacy classes for adults, teens, and children as well as ESL help. The libraries are a great place to start both for in person classes and online tutorials and tutoring.
- CSUSB also has a program you can access at the site below.
  - <http://coe.csusb.edu/resources/literacyCenter/index.html>

### **GED**

- If you still do not have your GED, many places offer help to obtain it, make sure you check costs and requirements (in person, online, etc.) of all programs to ensure the best fit. There are many to choose from and here are

just some available as well as tutoring and test prep programs. Remember, Library Database's also have a lot of test preparation programming.

- <http://californiaadultschools.org/cas/locator-map>
- <http://etpl.edd.ca.gov/wiaetplind.htm>
- <http://www.cde.ca.gov/ta/tg/gd/centercounty.asp>
- <http://altded-husd-ca.schoolloop.com/ged>

## **DISABILITIES**

- If you have not already done so, make sure you contact the Department of Rehabilitation to find out what services you may qualify for. Remember to talk to several people to ensure consistent answers and ask questions multiple different ways to ensure accurate communication.
- [www.rehab.cahwnet.gov/dorlocations/code/county.asp?county=Riverside](http://www.rehab.cahwnet.gov/dorlocations/code/county.asp?county=Riverside)
- All community and state colleges have a student service office for students with disabilities. Those offices can help students with the entire college process, testing, accommodations, financial aid, etc. Below are some examples at local colleges.
  - SSD Office at a local Community College  
[http://www.craftonhills.edu/Current\\_Students/Disabled\\_Student\\_Services](http://www.craftonhills.edu/Current_Students/Disabled_Student_Services)
  - SSD Office at a local CSU  
<http://ssd.csusb.edu/>
- Within those offices there are generally programs called Workability. These programs are operated through Department of Rehabilitation and people who have been injured or hurt and can no longer perform their previous profession can often get money, resources, and accommodations to "retrain". Here are two example programs.
  - Workability III at a local Community College  
<http://www.valleycollege.edu/student-services/specialized-counseling-services/occupational-advancement/workability-detail>
  - Workability IV at a local CSU  
<http://workabilityiv.csusb.edu/>
- If you are not familiar with accommodations, ADA laws, or where to begin if you have disabilities, a good place to start are the organizations below.
  - Goodwill  
[http://www.goodwill.org/locator/?service\[\]=4&location=](http://www.goodwill.org/locator/?service[]=4&location=)
  - Rolling Start  
<http://www.rollingstart.org/>

## **HOMELESS RESOURCES/ EMERGENCY SHELTER**

- <http://dpss.co.riverside.ca.us/homeless-programs>
- [shelterlistings.org](http://shelterlistings.org)
- [homelessinamerica.com](http://homelessinamerica.com)
- [sanbernardino.networkofcare.org](http://sanbernardino.networkofcare.org)
- [ccsbriv.org/](http://ccsbriv.org/)

## **AFFORDABLE HOUSING**

- [http://www.ci.moreno-valley.ca.us/city\\_hall/departments/econ-dev/neighborhood.shtml](http://www.ci.moreno-valley.ca.us/city_hall/departments/econ-dev/neighborhood.shtml)

- Riverside Housing Authority  
5555 Arlington Ave, Riverside, CA 92504  
(951) 351-0700  
[www.harivco.org/](http://www.harivco.org/)
- Housing Authority of the County of San Bernardino  
660 E Orange St, San Bernardino, CA 92410  
(909) 381-3331  
[www.hacsb.com/](http://www.hacsb.com/)

#### **UNEMPLOYMENT RESOURCES/ EMPLOYMENT ASSISTANCE CENTERS**

- <http://www.servicelocator.org/>
- [www.rivcojobs.com](http://www.rivcojobs.com)
- <http://dpss.co.riverside.ca.us/self-sufficiency/employment-services>
- [http://www.ci.moreno-valley.ca.us/city\\_hall/departments/econ-dev/neighborhood.shtml](http://www.ci.moreno-valley.ca.us/city_hall/departments/econ-dev/neighborhood.shtml)
- [sbeta.com/career-center](http://sbeta.com/career-center)

#### **STUDENT LOAN CONSOLIDATION**

- <http://www.loanconsolidation.ed.gov/>

#### **BILL PAYING ASSISTANCE/ UTILITY DISCOUNT PROGRAMS**

- <http://www.needhelppayingbills.com>

#### **FREE ONLINE LEARNING**

- Not all learning has to take place in a classroom, what can you learn in a job description and potential put on your resume after taking the initiative to learn something on your own with free online learning programs, classes, tutorials, etc.
- Remember to check your local library online databases for tutorial and certificate programs.
- <http://www.actden.com/>
- <http://www.onlinecollegesdatabase.org/>
- [www.openculture.com](http://www.openculture.com)
- <http://www.khanacademy.org>
- <http://www.gcflearnfree.org/> or <http://www.gcfaprendelibre.org/>

#### **HIV/AIDS**

- [DesertAidsProject.org](http://DesertAidsProject.org)
- [Fapinfo.org](http://Fapinfo.org)

#### **DRUG AND ALCOHOL TREATMENT/ COUNSELING**

- <http://www.aa.org/>

#### **FREE TECHNOLOGY (Land Lines, Cell phones, Computers, Internet, etc)**

- <http://smartriverside.com/>
- <http://www.cpuc.ca.gov/PUC/Telco/Public+Programs/fedlifelinewireless.htm>

#### **EXPUNGMENT OF RECORDS/ CLEARING OF CRIMINAL RECORDS**

- Riverside All of US or NONE  
[riversideallofusornone@gmail.com](mailto:riversideallofusornone@gmail.com)  
[www.facebook.com/RivAOUON](http://www.facebook.com/RivAOUON)



- <http://www.sbpubdef.com/community-outreach/expungement-program.html>

### **LEGAL AID**

- <http://advancingjustice-la.org/>
- <http://legallaidofsb.org>
- <http://riversidelegalaid.org>
- <http://www.publiccounsel.org>
- <http://www.inlandlegal.org>
- [ccsbriv.org/](http://ccsbriv.org/)

### **BANKRUPTCY WORKSHOPS**

- <http://riversidelegalaid.org/our-services/bankruptcy-workshops>

### **SENIOR EMPLOYMENT**

- <http://www.rcaging.org/Portals/0/uploads/SCSEPFlyer.pdf>  
Riverside County (800) 510-2020
- [http://hss.sbcounty.gov/daas/programs/senior\\_communities\\_services.aspx](http://hss.sbcounty.gov/daas/programs/senior_communities_services.aspx)  
San Bernardino County (909) 891-3913

### **INTEREST SPECIFIC ONLINE JOB SEARCH SITES**

- [idealists.org](http://idealists.org) NON PROFITS
- [edjoin.org](http://edjoin.org) CALIFORNIA PUBLIC EDUCATION
- [socalher.org](http://socalher.org) CALIFORNIA COLLEGES AND UNIVERSITIES
- [ccregistry.org](http://ccregistry.org) CALIFORNIA COMMUNITY COLLEGES
- [dice.com](http://dice.com) TECHNOLOGY BASED COMPANIES
- [hcareers.com](http://hcareers.com) HOSPITALITY
- [workinsports.com](http://workinsports.com) SPORTS

### **SELF EMPLOYMENT RESOURCES**

- [iewbc.org](http://iewbc.org)
- <http://countyofriverside.us/Business/StartingaBusinessintheCounty.aspx>

### **SPEAKING PRACTICE**

- [www.toastmasters.org](http://www.toastmasters.org)

### **FLEXIBLE/ WORK FROM HOME / TELECOMMUTE SITES** (always do your research)

- <http://www.flexjobs.com>

### **ADDITIONAL INCOME IDEAS**

- [www.Teacherspayteachers.com](http://www.Teacherspayteachers.com)
- <http://cel.csusb.edu/becomehostfamily.html>
- Most all cities offer classes through parks and recreation. You don't have to be a professional or credentialed, just skilled in what you are teaching to the population you are serving. You can look at the parks and recreation site below for ideas of classes that are taught and approach various cities with your ideas and proposals. Remember to get proposals in months in advance as they print the catalogues early for preregistration.
  - <http://www.fontana.org/index.aspx?NID=896>



## **Choose your own Experience Options Utilizing the Career Vision Model**

This is not an exact method to follow after the workshop but it will help you get started if you are overwhelmed and have no idea where to start. Each person's path will be different and often paths will cross or change as new information is gained or new "Theys" are met. Some experiences may take a few days and others may take years. As "THEY" say, life is a journey. The important thing is to realize that you can proactively take steps to change any situation you encounter. Use these suggestions simply as a spring board to get you started doing SOMETHING instead of NOTHING! Don't let life happen, be deliberate!

### **Stay at Current Employer but Apply for Other Positions**

- ❑ Determine walnuts in current job and seek ways to remove or lessen them.
- ❑ Work outside job description DAILY and look for things to improve or fix.
- ❑ Do something for free to help your employer to be noticed and build resume.
- ❑ Ask for a raise if it seems appropriate or meet with HR to determine what training and experience you need for future promotions.
- ❑ Identify or create desired job description that best uses your talents and that has few walnuts.
- ❑ Apply for a position or propose what you would like to do for the company via a strategic plan.
- ❑ Think about long term plans via bucket lists, repeat steps if you desire to stay or choose another experience.

### **Remain in the same Career or Skill Set but Apply to New Employers**

- ❑ Identify interests and make a brain sort to match them to current career or skill sets.
- ❑ Identify Commute parameters.
- ❑ Stop applying to random jobs that appear. Instead proactively set out to find competitors, the largest employers in the area, employers specializing in areas of interest, and places close to home via database tools. Make a master list of potential employers.
- ❑ Look at the websites of the companies you are interested in and determine if what they do and where they are located is of interest. Find their job, career, or human resource department site and review ALL job descriptions regardless of if you think you qualify or are interested. This increases your career knowledge in general and helps you expand your search to things you have yet to hear about.
- ❑ Analyze Job descriptions for least number of walnuts and level of interest.
- ❑ Find a position worth 24% of your week, learn it and try it before the deadline. If you think it would be a good fit for you, apply stating your newly learned skills.
- ❑ Show and tell the employer what you can do for them via a customized resume, cover letter, and proposal, design, strategic plan or even a service.
- ❑ Send your customized application packet not just to HR but to the managers via email, mail, in person, or even all three. Someone will look at it if it is customized to them, i.e. logo, names, facts, figures, etc.
- ❑ Continue to follow up with the employer to show your level of interest.
- ❑ Use resources provided to prepare for interview and next steps for determining if this employer is worth your time.

### **Make a Career Change**

- ❑ Identify interests and complete bucket lists to determine what is most important to you.
- ❑ Work on what you want life to look like and how you can build work into it.
- ❑ Research for at least 24 hours what you want to do with 24% of your week
- ❑ Think about temporary, short term, and long-term locations.
- ❑ Determine financial needs; short and long term to determine timeframe for career change. A part or full time job may be needed during the process, but be deliberate about where. Take a job that will teach you something you need for the long term plan.
- ❑ If time allows, intern or volunteer in multiple settings related to the career change.
- ❑ Determine if you need to get any additional training or education and if so, review that experience. Look into funding for these trainings via the resource sheets provided for both veterans and community members.
- ❑ Begin to follow the steps above for applying to new employers.

### **Attend an Educational or Training Programs**

- ❑ Think about interests, bucket lists, location, and walnut lists.
- ❑ Read the Choosing an experience handout for all the other information regarding this option.

### **Relocate or Travel for pleasure, work, or experience**

- ❑ Determine interests and bucket list which will drive this temporary, short term, or long term venture.
- ❑ Determine where you want to go, why, and how.
- ❑ Check out the work exchange handout and do a lot of research.
- ❑ If you have family who will make the short or long term move or travel with you, have a discussion with them about objectives and goals of the travel or relocation.
- ❑ Determine if you need an organized environment or if you are fine winging it and meeting random people along the way.

### **Become Self Employment Part or Full Time**

- ❑ Explore your interests and bucket lists to generate ideas
- ❑ Create a brain sort to think about how you can combine skills with interests
- ❑ Determine what you love so much you would do it for free and come up with strategies of how you can make money doing what you enjoy.
- ❑ The most important part, review your walnuts. Determine what you can do to make the business successful, and where you need the help of others. Even if you can do something, do you want to? The point of being self employed is to allow yourself to work in your gifting so you get to go to work, not have to. By admitting our walnuts, you will save yourself a lot of grief.
- ❑ Are you starting a brick and mortar business, mobile, work at home business, contracted or consulting service? Each has their own unique challenges and benefits so review all options carefully.
- ❑ Attend as many business workshops as you can locally in the community through places like Inland Empire Women's Business Association, the Small Business Associations, Chamber of Commerce, etc. The community colleges and University Extension Programs also offer a variety of workshops and classes you can take to learn the skills needed to be successful. Also look into the library databases and library book catalogues for additional resources.
- ❑ Determine funding needs and write a business and marketing plan.
- ❑ Get all licenses, fictitious names, and insurance that you need squared away as well as any legal or financial paperwork.
- ❑ Ensure that you have thought about your pie chart and how this decision to be self employed will impact other institutions in your life negatively or positively and ensure this is something you are passionate enough about to devote more than full time effort to starting and that you are willing to take a risk on mentally, emotionally, physically, and financially.

## ***NOTES***

