

Leads for November 30, 2010

FEATURE or ASSIGNMENT WRITERS

Cover practical topics about the working world in a way that is lively and conversational. All articles are job/career focused. Working World is a free magazine distributed to newsracks throughout the business districts of Los Angeles. It combines career-related editorial with career training and job opportunities. We publish every 3 weeks, along with a Career Training special edition in August and January, and two popular Job Fairs each year. Send me a query of topics you would like to cover or be open to an assignment from our editorial staff. Be vibrant and punchy. Break down long articles into sections we can mark with catchy subheads. Infuse some creativity and personality by exploring an angle that's not basic. Make sure it feels like we're having a conversation with our reader and that the content is inspiring and motivational. We are "rah rah worker." We are special because we serve the LA area only; we're locals. Because we are part of the community of Los Angeles rather than a large faceless megacorp headquartered somewhere else, we have an insider's edge on the local work scene. Please bring L.A. references into your writing as often as it is relevant to do so.

Send resume to Catherine at Working World.

Email: Catherine@WorkingWorld.com / www.WorkingWorld.com

JOB FAIR FOR ACADEMIC TUTORS

from 10:30AM -3:30 PM

Able to attend one of these paid training cohort (all day, two-day training):

Saturday, December 4 and Saturday December 11, 2010 OR

Saturday, December 11 and Saturday December 18, 2010 OR

Saturday, December 18, 2010 and Sunday December 19, 2010

To apply, e-mail the following information to sesjobs@vpiusa.org (Write "In Home Tutor" or "Center Tutor" in the Subject line.) •Resume and cover letter (please include your tutoring locations of preference)•Name/contact information of three references.

The Youth Policy Institute

634 South Spring

Los Angeles, CA 90014

Contact person: Ms. Carrillo (213- 797- 4872) For More Information

ON-CALL ORDER BUILDER –3rdShift

Pull various Coca-Cola products from our warehouse to build specific orders onto pallets. Enjoy working in a fast paced warehouse. Pull orders based on pick ticket to accurately build orders for loading onto delivery trucks. Build orders according to assigned load tickets using industrial power equipment. Manually lift and move product ensuring date code accuracy and proper rotation. Adhere to good manufacturing practices and safety standards. Meet productivity requirements. Stage completed pallets in designated area. High School diploma or GED preferred. Warehouse experience is required. Ability to operate a manual/powered pallet jack or lift product is preferred. Certified Forklift License a plus. Repetitively lift up to 50lbs.

Apply online to Coca-Cola Refreshments.

www.enjoycareers.com

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CAREER EXPLORATION CLASS - 18 years of age and up.

Uncover interests, personality traits and work style preferences to make better career choices. Learn how to identify existing skills that transfer to other professions. By using various indicators, you will also assess your skills, career values, and patterns of behavior as it relates to your working life. *Bring pen and paper.* Cost=\$54.00.

Up to four consecutive Wednesdays starting January 19- February 9, 2011, from 7:00 – 9:00pm.

Register in advance by phone, on-line or on the first day of class at Redondo High School.

**600 Diamond Street, Room 826
Redondo Beach, CA
(310) 318-5152 or www.southbayadult.org**

HOLIDAY JOB CLUB

Friday, December 10th at 9am

Full time...Part time...Seasonal. Over 100 job leads. Local employers on site. Free training resources. Veterans and Youth Programs. Come professionally dressed, bring copies of your resume and be prepared to speak with employers.

**Los Angeles Valley College
5800 Fulton Avenue, Job Training, Park in Lot B only.
Valley Glen, CA 91406
For more information call 213-365-9829 or 818-947-2941**

Leads for November 30, 2010 (a)

JUNIORS APPAREL GRAPHIC DESIGNER / ILLUSTRATOR

F/T, freelance. Huntington Beach. Experience in the action sports industry. Deliver solid concepts and be able to see them to completion. High level of design experience. Organized and able to communicate ideas, be innovative and forecast trends, and strive to maintain Sullen's presence in the industry. Strong understanding of the action sports and tattoo arts lifestyle, strong drawing and or painting skills, strong graphic design skills, work from concept to completion, advanced knowledge of Illustrator and Photoshop. Detail oriented.

Email resume and samples to Sullen. Subject: "Design Position"

Email: design@sullenclothing.com

CUSTOMER SERVICE

F/T. Carson. Two years of current customer service skills preferably in the transportation industry. High energy level. Absolutely fanatical about customer service. Handle a large volume of calls (100+ daily) and creatively respond to customers' needs. Quoting, order entry, track and tracing. Provide World-Class solutions to our customers' needs both by phone and email.

Computer skills. Microsoft Office. Type 35+ wpm. Excellent verbal communication skills. Strong work ethic. Well organized, able to multi-task and to prioritize work. Self motivated, a winning positive attitude and leadership qualities. Customer friendly phone etiquette. On time attendance is a must.

www.jobsinlogistics.com/cgi-local/applybuild.cgi?action=StartApplyBuild&Source=indeed&JobIndNum=1457622

TELLERS (Job Code #3434419- Torrance, Job Code #3434391-Inglewood, Job Code #3433339-Culver City, Job Code #3433368- Los Angeles)

P/T, scheduled 20 hours. Ability to work a schedule that includes working weekends and some holidays. Introduce customers to new products and services, and generate leads for other members of the sales team to close. Constantly go the extra mile to greet customers, make them feel welcome and also engage customers to learn about their financial needs. Process between 20-25 customer transactions each hour with no mistakes through patience, attention to detail, and the ability to follow procedures. Maintain and balance a cash drawer. Process customer transactions within established guidelines. Identify and make sales referrals, recommend alternate channels, cross-sell bank services and products for Wells Fargo partners, provide excellent customer service. Duties may include safe deposit, merchant/vault, ATM processing, bonds and coupons, foreign currency and night drop. More than one year experience interacting with people or customers. Demonstrated skill in use of computers. Ability to achieve individual and team goals. Positive approach in interactions with customers and team members. Reliable attendance. Good communication skills.

Apply online to Wells Fargo.

www.wellsfargo.com/careers/

For one moment our lives met our souls touched. ~Oscar Wilde

Leads for November 30, 2010 (a)

GRAPHIC DESIGNER (Job ID: 21994288)

Fixed Price Job. Budget is less than \$500. Very creative. I will supply logo, color scheme, photos and text. I need a 4 x 6 postcard design - front and back - though these will not be mailed so it is not really a postcard - but a postcard size. I need a 4x6 oval shaped sticker design. I need a design for a notepad - not positive on the size yet but probably around 4 x 8 - just a little top design and then maybe a little design at the bottom. *Apply by 12/3/2010*

www.elance.com/j/postcardsticker-notepad-graphic-design/21994288/?rid=18J3T

TOOL CRIB ATTENDANT

PRODUCTION MACHINE OPERATOR

PROCESS COATER I

Send resume or apply to Human Resources Dept. M-TH: 8-4:30 at Lisi Aerospace-Hi-Shear Corporation.

2600 Skypark Dr.

Torrance, CA 90509

Jobline: (310) 784-4141 / Fax: (310) 784-4058 / E-mail: jobs@lisi-aerospace.us

PROVIDE FREE INCOME TAX PREPARATION - ANYONE CAN HELP!

Saturday, December 11, 2010 from 9:00 A.M. – 5:00 P.M. Check-in begins at 8:30 AM; Free parking and refreshments available/Lunch not provided.

Volunteers who want to learn how to prepare taxes. Assist at local sites located throughout the County. Help prepare and file tax returns for families and individuals with an income of less than \$49,000. Volunteers are asked to commit to serving 20 hrs at VITA sites in your community from January 18 - April 15, 2011. Free one-day training to help you get certified by the IRS!

RSVP by Thursday, December 9, 2010. Send the following information (Name, Title, Organization, Phone, E-Mail, Fax, Address, City, and Zip Code) to: the Office of State Controller John Chiang, Attn: Tina Hossain, 777 S. Figueroa Street, Suite 4800, Los Angeles, CA 90017; Fax: (213) 833-6011; Call: (213) 833-6032 or e-mail vita@sco.ca.gov.

For more information contact: (213) 833-6031.

El Camino College - Compton Center - Student Lounge, Q Building

1111 E. Artesia Blvd

Compton, CA 90221

TECHNICAL DESIGNER - ID#: 44252491

F/T. Los Angeles. Two years of relevant experience in technical design, and the ability to coordinate all necessary information from designer. Understand all details pertaining to fit, garment construction, fabrics, and trims. Accurately spec and measure, create original tech packs, revise and update all packs properly, etc. Deal primarily with sweaters along with tops and bottoms. Highly organized, detail oriented, thorough, and efficient. Photoshop, Illustrator and Excel. Know how to sketch garments on illustrator in a timely manner.

Apply online to Buffalo Jeans by David Bitton.

<http://los.angeles.geebo.com/jobs-online/sales/44252491>

Leads for November 30, 2010 (b)

MEDICAL LABORATORY ASSISTANT, CERTIFIED PHLEBOTOMY TECH - (8177916)
F/T, Variable Days. Collect, receive process and distribute laboratory specimens. Provide phlebotomy service at different locations. Communicate tests results inter- and intra department as needed. Maintain equipment and supplies. High school diploma/GED or equivalent education and experience. One year of clinical laboratory experience. Experience with registration preferred. Valid current Certified Phlebotomy Technician I certification of the State of California. Knowledge and skills necessary to provide age specific care. Phlebotomy skills. Appropriate interpersonal skills.

CUSTOMER SERVICE REP – LAB - (8636886)
F/T, 9-5:30 Days. Provide customer support for all internal and external clients of the laboratory. Answer telephones for laboratory, communicate test results inter- and intra department, assist with ordering questions, troubleshoot customer issues, assist in quality assurance programs, investigate billing issues and questions, resolve registration issues, and maintain documentation (logs, incident reports, etc). Highest level of HIPAA compliance, service excellence and respect for all customers. Education and/ or work experience preferred. Service orientated job or volunteer work in the community for 6 months or more. Laboratory and/or customer service experience preferred. Experience with data entry and computer software. Appropriate interpersonal skills including effective communication, reading and writing.

PATIENT CARE SERVICE AIDES
(Per Diem) (12/hr., Flexible Days/Nights) - (8177686)
(Per Diem varies 8/hr or 10/hr Shift) - (8636885)
Provide basic patient care to an assigned group of patients, specific to the age and/or developmental needs of the patient. Demonstrate commitment to a patient and family focused model of care. Pediatric experience preferred. Current CNA certification preferred. Current CPR.

MAINTENANCE MECHANIC I - (8636891)
F/T, 7am to 3:30pm. Inspect, maintain, repair, replace and adjust systems and equipment in engineering responsibilities to include electric, mechanical and pneumatic systems and equipment. Basic understanding of the construction trades including electro-mechanical systems and controls. Four years of on-the-job construction and/or maintenance experience including at least two years of specific trade experience, i.e. electrical, plumbing & welding. Valid California Driver's License & Welding Certificate. Troubleshoot and diagnose problems in various types of electrical and mechanical systems and perform repairs. Welding, brazing.

Apply to Childrens Hospital Los Angeles (CHLA).
5000 W Sunset Blvd
Los Angeles, CA
(323) 953-8116 / www.childrenshospitala.org

Identify a project that requires ongoing attention and ask: What kind of quiet time do I need to support and encourage my ability to stick with it?
~ David Kundtz, "Quiet Mind: One-Minute Retreats from a Busy World"

Leads for November 30, 2010 (b)

BILINGUAL LANGUAGE & CULTURAL REPRESENTATIVE, PER DIEM - (7998225)

Night and weekend shifts. English/Spanish. Provide interpreting services in a culturally sensitive manner to facilitate communication at CHLA; translate all hospital related correspondence, information and documentation. Experience interpreting and translating in a healthcare setting, including experience working with the community and/or a target language population. Bachelor degree preferred. CHLA Interpreter Competency Assessment required. Effective written and verbal communication skills in English and Spanish. Ability to translate and interpret medical terminology. Communicate effectively and sensitively with patients, families, and hospital staff. Working knowledge of PC skills including word processing. May interpret for patients within the full range of developmental and educational levels.

MATERIALS TECHNICIAN II - (8088189)

F/T, Days. Provide all aspects of distribution, storage, and re-supply activities to all pertinent areas of the hospital. Perform the following tasks on a rotation schedule basis: inventory, order placement and delivery, equipment tracking/management, and data entry and record keeping. Two years experience in supply and inventory activities in a hospital setting, including one year as a CHLA Material Technician I or equivalent external classification. Basic computer application skills. Communicate effectively and tactfully, verbally and in writing. Good command of the English language. Ability to adjust to schedule and shift changes.

Apply to Childrens Hospital Los Angeles (CHLA)

5000 W Sunset Blvd

Los Angeles, CA

(323) 953-8116 / www.childrenshospitala.org

SIGN SPINNERS HIRING RECRUITMENT!

Thursday December 02, 201 at 3:30 PM

P/T, able to work every weekend. Able to start this Friday 12/03/10! \$9.25/hr. South Bay, Lawndale, Redondo Beach. Super engaging, energetic and fun. Direct customers for a well known Cell Phone Company. Reliable, responsible. Sign Spinner experience is a plus. Extremely outgoing, friendly and engaging. All Black Pants, Black Shoes, white polo-shirt (no logos.) Clean cut professional appearance. No unusual piercings, exposed tattoos, excessive jewelry or make-up.

South Bay One-Stop Business & Career Centers Youth Department

110 South La Brea Avenue, Suite 301

Inglewood, California 90301

For more information contact Luis Alfaro at 310 970 7701

Public parking available at: 115 North Locust Street, Inglewood, CA 90301

Openness Quote: Take a moment to breathe, and contemplate these words. Just don't give up trying to do what you really want to do. Where there is love and inspiration, I don't think you can go wrong. ~ *Ella Fitzgerald*