



# Professional Placement Network (PPN) Newsletter

SEPTEMBER 2007, VOLUME 1, ISSUE III

[www.wf1broward.com](http://www.wf1broward.com)

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## The Director's Corner

by: *Susan Leventhal*  
PPN Regional Program Director



**H**ow exciting it is to celebrate another Fabulous PPN year of workshops, interviews, placements and powerful recognitions of accomplishments. The PPN staff thank *YOU* for your

hard work and never-ending quest to find that next right job. We are so glad that we were able to help so many of you along the way to success. In fact, 1158 participants graduated from the PPN program throughout Broward County this program year.

### So where do *YOU* go from here?

You keep on moving through 40-50 hour work-weeks; doing all the right things; volunteering to build your good will and reputation in the community; networking with people you know and

do not know; getting your resume read by decision makers; targeting the market by calling, visiting or mailing your resume to employers; always following up and helping the process along; being humble and asking for help; and most importantly, not being at home or on the computer during your work-day. Sell yourself as the right person for the job and embrace and create opportunity everywhere ... every time.

**All you need is one right job ... Go get it now!**

*PPN is here to help.*

**Thought For The Day:** "Success isn't permanent and failure isn't fatal." - Mike Ditka

## HOT! HOT! HOT! JOBS

You may contact your PPN Center Coordinator for a referral to any of these fabulous positions.

- 9277511 - Manager, Construction
- 9277509 - Financial Analyst
- 9275884 - Sales Manager
- 9277432 - Dir. Career Services
- 9277443 - Warehouse Supervisor
- 9277193 - Financial Services Assoc.
- 9260702 - Job Coach/Developer
- 9277627 - Full Charge Bookkeeper
- 9277683 - Executive Secretary
- 9277746 - Advertising Sales Agent

- 9277924 - Full Charge Bookkeeper
- 9277850 - Computer Programmer
- 9258258 - Quality Inspector
- 9259554 - Grants Manager
- 9277440 - Bookkeeper/Audit Clk.
- 9277964 - Investigator
- 9278174 - Enrollment Counselor
- 9273256 - Mortgage Broker
- 9278663 - Bus. Development Mgr.
- 9278687 - Sales Representative
- 9278604 - Supply Chain Manager
- 9276840 - Dir. Human Resources
- 9278349 - Systems Analysts

- 9278758 - Finance Consultant
- 9268218 - Asst. Outlet Manager
- 9267998 - Souse Chef
- 9268004 - Banquet Manager
- 9268026 - Sales Manager
- 9271535 - Accounting Assistant
- 9276134 - Accountant
- 9272690 - IT Accountant Executive

The above jobs were available at the printing of this Newsletter.

Check the following link for the latest job openings at:  
<http://www.employflorida.com>



An Equal Opportunity Employer/Provider  
Auxiliary aids are available upon request to individuals with disabilities—Florida Relay #711



Winners



PPN Alumni who recently secured employment

PPN Alumni lands a \$90,000 Job following the Exclusive Professional Employment Event

We are currently preparing students for jobs that don't yet exist

## Congratulations PPN Alumni!

<b>R. Michael</b> <u>Project Manager</u>	<b>M. Ruby</b> <u>Project Manager</u>	<b>J. McCall</b> <u>Auditor</u>
<b>C. Smith</b> <u>Communications Manager</u>	<b>P. Schwab</b> <u>SAP Consultant</u>	<b>W. Asturricaga, Jr.</b> <u>Title Examiner</u>
<b>V. Giles</b> <u>Lead Trainer</u>	<b>J. Watts</b> <u>Lead Therapist</u>	<b>G. Lem</b> <u>Card Administrator</u>
<b>M. Crespo</b> <u>Account Manager</u>	<b>A. Nash</b> <u>Executive Assistant</u>	<b>J. Howrey</b> <u>Production Manager</u>
<b>A. Kindred</b> <u>Property Manager</u>	<b>A. Abouelhosn</b> <u>New Product Development</u>	<b>R. Lawler</b> <u>Computer Technician</u>
<b>A. Silvera</b> <u>Diversity / P.R. Manager</u>	<b>D. Mody</b> <u>Sr. Product Develop. Engr.</u>	<b>P. Keane</b> <u>Customer Service Manager</u>
<b>T. Parrish</b> <u>Marketing Manager</u>	<b>A. Abreu</b> <u>Human Resources Generalist</u>	<b>R. Khremko</b> <u>Revenue Manager</u>

## Exclusive Professional Employment Event

On May 21, 2007, WorkForce One held its first *Exclusive Professional Employment Event* at the South OneStop Center in Davie. This event was held exclusively for PPN alumni who had attended the PPN workshop at this center.

Twenty-three employers were on hand to speak with potential candidates for 71 open positions, with salaries ranging from \$30,000 to \$100,000 a year. The event was attended by 159 PPN alumni.

During the weeks following the event, the WorkForce One staff received information indicating that several attendees had obtained



PPN alumni at the Exclusive Professional Employment Event

employment as a result of the event or from leads developed at this event. One of those fortunate PPN alumni started a new job with a salary of \$90,000. -WB

## Did You Know ... Submitted by: Bob Duncanson - Director, Florida reBuilds

### According to former Secretary of Education, Richard Riley:

- The top 10 jobs that will be in demand in 2010 did not exist in 2004 ...
- We are currently preparing students for jobs that don't yet exist ...
- Using technologies that haven't yet been invented ...
- In order to solve problems we don't even know are problems yet.

### According to the Department of Labor:

- 1 out of 4 workers today is working for a company for whom they have been employed less than 1 year.
- More than 1 out of 2 is working for a company for whom they have worked for less than 5 years.

## 1<sup>st</sup> Annual PPN Success Seminar for 2007

On June 8<sup>th</sup>, 2007, the PPN hosted its 1<sup>st</sup> Annual Success Seminar for 2007. And it was just PPN Fabulous. Seventy-five PPN Alumni, guests and WorkForce One staff members attended the event which was held at the Central OneStop, Oakland Park location.

Susan Leventhal, PPN Regional Program Director, welcomed the attendees and thanked the Center's management for hosting the seminar at the Central location. She also introduced Kelly Allen, V.P. of Communications & Business Relations, who welcomed the attendees on behalf of WorkForce One.

Susan next introduced the key-note speaker, Jay Block, a national Certified

Career Coach and best-selling author on several topics on the Job Search process/program.

Mr. Block's highly motivating three-hour presentation focused on the resume and on preparation for the interview.

He summed up his teachings on resumes by saying that, "A resume must be the driving force which defines your strategy, identify your values, demonstrate exuberance and positive energy, instill confidence, elicit interest, and sharpens your interviewing skills."

On the subject of the interview, Jay pointed out that every interview has only two parts - Information and Presentation. Information encompasses



the visual, auditory and words, and Presentation builds rapport.

Feedback from attendees at the seminar included: "The information was right on target and timely..."; and, "Enthused and looking forward to restarting a new job search campaign." - VVB

### J. P.'s Advice ... "Sending Employers Your Resume"

by J.P. Huller  
Veterans Representative

**T**wo popular methods have emerged when using the Internet to send employers your resume:

- 1) An attachment to an e-mail
- 2) Text inserted into a web field or page.

The preferred method is to send resumes as an attachment to an e-mail. However, there are times you will need a 'text-only' copy. Some companies need plain text documents only in order to store them in a database or electronically scan them.

A "text-only" resume, sometimes called a "plain text" resume, is a document without the formatting that actually makes it more pleasing to the eye and easier to read. Shading,

boxes, graphic bullets, bold print, etc. are not recommended in a "text-only" document.

There are two ways to create a "text-only" resume:

- 1) The Easy Way
- 2) The Hard Way

I will summarize the Hard Way for you first. (I think you are nuts to do it this way and I hope you use the Easy Way).

#### The Hard Way:

Re-type your entire resume using a font like Courier. Do not use Bold or Italics styles. Do not use the Tab key or change the page layout or set-up. Do not use any automatic functions or use any lines or shading. Plain simple type is all that is allowed. If you want

a bullet, use the asterisk or dash key and type each one in separately.

That's it. If you like, there are more detailed instructions in your PPN Program Handbook.

#### The Easy Way:

Use MS Word. Open your resume. In the upper left click "File." In the Menu, click "Save As." In the "Save As" box give this copy a different name (otherwise it will overwrite your original). At the bottom of this box it says "Save As Type." Click the "Drop down" arrow to the right and select "Text Only." Then click "Save."

You now have a "text-only" document. You may have to close and re-open the file to see the changes.

**"Some companies need plain text documents only in order to store them in a database or electronically scan them."**

## Testimonials

"... while it may seem that I am over expressing my gratitude, please keep in mind that WFI and the PPN Workshop in particular, changed my entire attitude not only towards a job search but how I approach life." - **S.P.B.** (An employed PPN Alumni)

"I have to say WorkForce One turned out to be a formidable surprise to me, as the services offered to the residents of Broward County are much more than I initially envisioned. As a result of my attending the workshop, I've gained knowledge that I never thought existed and for that I thank all of you in the PPN Department!" - **M.P.L.** (PPN Alumni)

"I just wanted to take a minute to thank you so much for that wonderful PPN class that you conducted last week. It truly was a rewarding experience for me ... really enjoyed it. It taught me so much about all the changes in today's job search process, and the tips that you recommended to help us in our search are great. It's been nine years since I have had to look for a job, however after attending your class, I now feel motivated about the search and more confident of my qualifications." - **M.B.C.** (PPN Alumni)



## GUEST LECTURE SERIES

**YOU can use personality to succeed in interviews and at work!**

Discover how through the  
**DISC Personality Profile**

Presented by

**JP Huller Ed.D**  
**WorkForce One**

A DISC Profile is a personality testing technique that uses a simple questionnaire as a basis for revealing insights into a person's behavior. Human Resource professionals around the world have been using this personality test technique for decades. Knowing it, how it is used and how it can help you is an almost mandatory skill. More so, knowing your personality and how to work effectively with the other types can provide you a true edge in interviews and on the job.

A DISC personality profile can help you explore many different features of your own personal style, including your approach to interviewing, home and work life, your communication style and motivation, your particular strengths, and how to better interact with people.

**In this Exciting and Complete Workshop, The Session Will Cover:**

- Personality – An Explanation Of The Basic Types
- The DISC Method Of Profiling
- YOUR PROFILE
- How To Identify Others Personality
- Using Personality In Interviews And On The Job

JP Huller has been a corporate Human Resources Manager, a Sales Training Manager and is a certified DISC facilitator. He has over 20 years experience in providing successful strategies in helping his team and clients develop and maximize their potential. JP has published in leading training journals and his work in the field of training evaluation is featured in the book "Training Evaluation – The Four Levels." He is also the past PPN Coordinator at WorkForce One South and is currently a Veterans Employment Team Leader in that office.

When: **August 31, 2007**  
Time: **12:30 pm – 4:00 pm**  
Where: **WorkForce One Center, SOUTH**  
**7550 Davie Road Extension**  
**Hollywood, FL 33024**  
**(954) 967-1010, ext. - 126**



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