

# the Job Journal

**TIP  
OF THE  
WEEK**

## What to Include in a Resume Experience Section

When you're writing a resume, you're telling a story. The information you include—and choose to leave out—will present a narrative about your experience, qualifications, and achievements.

The resume experience section is key to this story. It provides detailed information about your employment history. This is the real heart of your resume, and the more years you have been employed, the more decisions you will have to make about what to include and what to leave off in this section.

### What's Included in the Experience Section of a Resume

This section of your resume is where employers will look to see what jobs and job titles you've held in the past, providing them with an informative picture of your career arc.

Ideally, you want the experience section of your resume to demonstrate growth. Throughout your career so far, you've almost certainly added skills, experience, and responsibility. This section will highlight how you've developed as a candidate, as well as provide a sense that you're an ambitious person who's always learning.

*Note:* If your career path has taken some twists and turns, don't worry—even a zig-zag path can demonstrate growth.

Some of the strongest candidates are those who've added skills in other, seemingly unrelated fields. It's all about how you present the information. It's also fine to leave out jobs that don't fit the story you're trying to tell the hiring manager.

### How to Write the Experience Section

List the companies you worked for, dates of employment, the positions you held, and brief descriptions of your work responsibilities, enriched with keywords and enhanced with bulleted lists of quantifiable achievements.

This work history is typically presented in reverse chronological order, beginning with your current job, and working back in time. Internships, summer jobs, and temporary jobs, in addition to permanent positions, can all be included in this part of your resume.

*Important:* You do not have to include every job that you have held, especially if you have several years of experience or have worked in unrelated fields.

Entry-level employees, who do not have a lot of on-the-job experience, should include every job possible while emphasizing the skills that match the job listing. But once you have worked for more than 10 years, you may find that some of your earlier jobs are less relevant to your career. You can leave those positions off, or group together earlier experience in a very truncated format at the end of your resume.

Here are two examples of how early jobs can be listed on your resume:

- Additional experience includes retail sales jobs at Barry's Books (20XX-20XX), Cindy's Clothing Store (20XX-20XX), and waitressing at Muffins and More (20XX-20XX).
- Additional experience includes early roles at ABC Company and XYZ company.

### How Much Experience to List

Typically, a resume will have information about your most recent 10 to 15 years of experience. Beyond that timeframe, you do not need to include details unless the positions are relevant to your current career.

In some industries, including experience that dates back more than 10 or 15 years can actually hurt candidates. For example, in tech, including jobs that focused on older, outdated technologies might make a candidate look stuck in the past, even if they've kept their skills current.

### Writing Resume Job Descriptions

For each company you have worked for, you will want to provide your title, the company's name and location, the years you were employed, and a short summary of your responsibilities and accomplishments.

Avoid making the mistake of simply listing tasks. You want to use this section to highlight your abilities and accomplishments. Use resume action words and focus on demonstrating that you helped the company solve its problems and achieve its goals; bonus points if you can do so with a dollar sign attached. These highlighted achievements will "pop" on the page if you separate them, using bullets, from the descriptions of your work responsibilities.

*Tip:* It's also a smart strategy to boldface dollar figures, growth percentages, or other key accomplishments.

### How to Format the Experience Section

These are only two examples of effective strategies for structuring the "Experience" section of your resume: there are many ways you can present the information about each job. A resume template can help guide you toward choosing a design that works for you.

Whatever style and format you select, make sure to be consistent. If you are using bullet points to describe your most recent position, you should use bullet points to describe each position you have held. If you have the years that you worked left-aligned for one job, make sure that you follow that same alignment for every position listed in the section.

### Key Takeaways

- The resume experience section provides detailed information about your work history, including job titles, job descriptions, and achievements.
- Quantify your accomplishments by using numbers, percentages, and dollars earned or saved.
- Don't be afraid to leave off unrelated work experience if it doesn't fit the story that you're trying to tell about your work experience.

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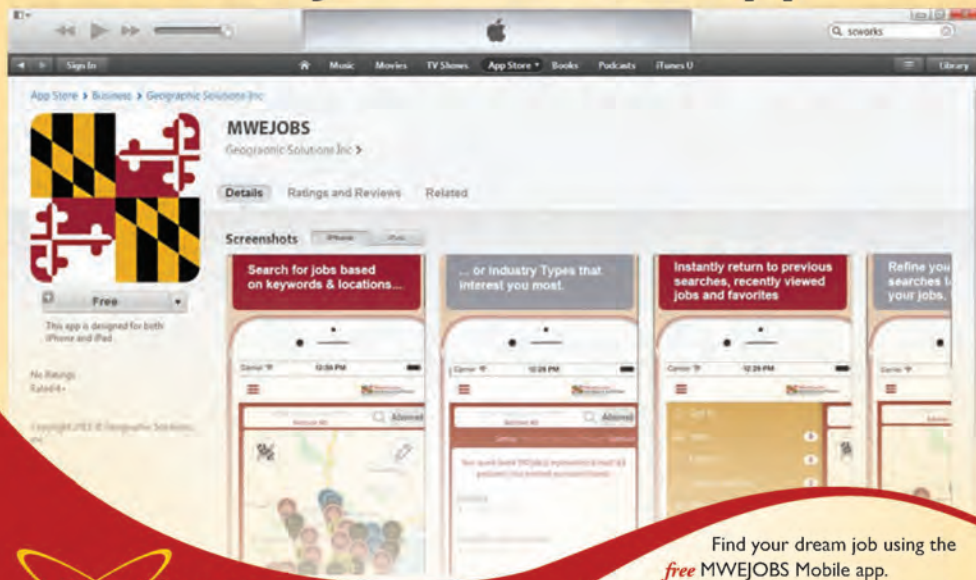


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**Step 1**  
Enroll at  
<https://mwejobs.maryland.gov>

**Step 2**  
Create a résumé in the system.

**Step 3**  
Schedule your one-on-one appointment (see below for contact information).

**Step 4**  
Bring copies of your résumé, cover letter or other job search materials to your appointment.

### Contact Us

410-341-8533 Ext 0

#### Job & Career Specialists

YoVanda Brown  
Bill Draucker  
Jorge DeJesus Jr.  
Andrea Kenney  
Killian Walker  
Twanda Stanley

#### Veterans Representative

J. Zack Walker  
Cherice Johnson  
Christina Williams

#### Reentry Navigator

Open Position

Email:

[dlwdalsalsbury-LABOR@maryland.gov](mailto:dlwdalsalsbury-LABOR@maryland.gov)

31901 Tri-County Way  
Salisbury, MD 21804



[www.labor.maryland.gov](http://www.labor.maryland.gov)



#### Résumé Reviews

Not getting any interviews? Have your résumé reviewed by a Job Service Specialist to discuss up to date résumé ideas and formatting tips to get your résumé to the top of the pile.

#### Job Search Techniques

If you are frustrated from navigating through endless job boards, social networking sites and piles of newspapers, we can help you mainstream your job search and learn to focus on finding the right job.

#### Interviewing Tips

Learn how to get prepared for your upcoming interview and how to best answer questions about employment gaps, terminations and other sticking points that can be tricky, and what questions you need to ask the employer.

#### Labor Market Consultation

Explore resources that will help you to research careers, industries and find information about specific occupations. By utilizing the most up-to-date labor market information available for salaries, job outlook and training, we can help you make more informed decisions in your job search.

#### Effective Online Job Applications

We can assist you through the sometimes complicated process of completing online applications from setting up an email account to copy and pasting your résumé into the application.

#### Job Skills Identification

Finding transferrable job skills while changing careers can be difficult, we can help you explore your past experience and learn how to translate those skills to another field.

#### Resources for Job Seekers

There are many resources for job seekers from getting funding to go back to school to veteran services to computer training, ask how the One-Stop can help you in finding your next career.

#### Ask Us to Design a Custom Consultation to Meet Your Needs

Meet one on one with a Job Service Specialist to further discuss problems you are encountering during your job search and how to overcome them with confidence.

Maryland's American Job Center networks are an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Auxiliary aids, interpreter services, and reasonable accommodations are available upon request at local American Job Centers.

EMPLOYER	POSITIONS AVAILABLE	HOW TO APPLY
Acme	<i>Ongoing recruitment</i> Store Associate Meat Cutter In-Store Shopper Night Crew Pharmacy Clerk Cake Decorator Pharmacy Technician	Apply online at <a href="https://www.acmemarkets.com/">https://www.acmemarkets.com/</a>
Advance Auto Parts	Store Hourly Store Driver Salesperson	Apply on line at <a href="https://www.advanceautoparts.jobs/">https://www.advanceautoparts.jobs/</a>
Anchorage Healthcare Center	Nurse Aide (non-certified, CNA Trainee) GNA Certified Medication Aide	Apply online at <a href="https://jobs.applai.com/profile/communicarefamily">https://jobs.applai.com/profile/communicarefamily</a>
Applebee's	Bartender Server Carside To-Go Specialist Host Line Cook	Apply online at <a href="https://www.applebees.com/en/restaurant-jobs">https://www.applebees.com/en/restaurant-jobs</a>
Atlantic General Hospital	AGHS Rad Tech/Medical Office Assistant Certified Coding Specialist Certified Pharmacy Tech Collections Specialist Financial Counselor Housekeeping Aide Housekeeping Supervisor Medical Office Assistant Medical Receptionist Peer Recovery Specialist Public Safety Officer Scheduler Secretary/Nurse Technician Surgical Tech	Apply online at <a href="https://www.atlanticgeneral.org/Careers.aspx">https://www.atlanticgeneral.org/Careers.aspx</a>
Atlantic Tractor - Salisbury, Pocomoke	Grounds Maintenance (Salisbury) Accounts Payable Specialist (Salisbury) Turf Equipment Salesperson (Salisbury) Lawn & Garden Mechanic Agriculture Equipment Mechanic Service Writer Diesel Technician Ready to Mow Technician (Pocomoke) Lawn & Garden Salesperson (Pocomoke)	Apply online at <a href="https://www.atlantictractor.net/employment">https://www.atlantictractor.net/employment</a>

BesTemps - Various locations	Accounting Associate Administrative Assistant Assembler Banquet Server Carpenter Dishwasher Filter Technician General Laborer Grain Operator Hospitality Worker Housekeeper/Houseman Industrial Maintenance Mechanic Landscaping Assistant Line Cook Machine Operator Maintenance Technician Material Handler Packaging Operator Part Time Administrative Support Specialist Pest Control Technician Production Associate Production Operator Sales Associate Shipping and Receiving Supervisor Sign Installer Warehouse Associate	Apply online at <a href="https://www.bestemps.com/looking-for-work/">https://www.bestemps.com/looking-for-work/</a>
Big Lots	Store Associate/Stocker Freight Processing Lead	Apply online at <a href="https://careers.biglots.com/">https://careers.biglots.com/</a>
Blind Industries	Cutting Operations Associate	Apply online at <a href="https://www.bism.org/career">https://www.bism.org/career</a>
Blue Water	<i>Berlin</i> Groundskeeper	Apply online at <a href="https://bwdc.com/">https://bwdc.com/</a>
	<i>Ocean City</i> Night Auditor Beach Stand Attendant Front Desk Agent Houseman Snack Bar Attendant Housekeeper Reservations Specialist Snack Bar Supervisor Maintenance Technician	
	<i>Whaleville</i> Maintenance Technician Activities Supervisor Camp Ranger Housekeeper Camp Host Camp Store Associate Snack Bar Attendant	

Bob Evans Restaurant	Kitchen Prep Host/Cashier Assistant Manager Carryout Server Key Supervisor General Manager Grill Cook Front of House Back of House Dishwasher	Apply online at <a href="http://careers.bobevans.com/">http://careers.bobevans.com/</a>
Boscov's	Sales Associate Department Manager	Apply online at <a href="https://www.boscovs.com/">https://www.boscovs.com/</a>
Burlington	Shortage Control Lead Store Associate-Shortage Control Retail Receiving Associate Retail Sales Associate Cashier Associate Retail Store Supervisor Retail Store Closing Lead	Apply online at <a href="https://burlingtonstores.jobs/">https://burlingtonstores.jobs/</a>
Carrabba's Italian Grill - Ocean City	Assistant Kitchen/Culinary Manager  <i>Ongoing recruitment</i> Prep Cook Restaurant Busser Dishwasher Server To-Go Specialist Host Bartender	Apply online at <a href="https://www.carrabbas.com/careers">https://www.carrabbas.com/careers</a>
Chesapeake Shipbuilding	<i>Ongoing recruitment</i> Pipe Fitter/Plumber Fabricator/Ship Fitter Carpenter Electrician Welder Painter	Apply online at <a href="https://www.chesapeakeshipbuilding.com/careers">https://www.chesapeakeshipbuilding.com/careers</a>
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Chipotle Mexican Grill - Salisbury, West Ocean City	<i>Ongoing recruitment</i> Restaurant Team Member - Crew	Apply online at <a href="https://jobs.chipotle.com/">https://jobs.chipotle.com/</a>
City of Fruitland	Certified Building Inspector Public Works Maintenance Worker I Utilities Field Service Technician I Water Plant Operator Waste Water Treatment Plant Superintendent	Apply online at <a href="https://www.cityoffruitland.com/">https://www.cityoffruitland.com/</a>
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City of Salisbury	Electrician/Signal & Lighting Tech Field Ops Tech Crew Leader Field Ops Tech Meter Tech I Utility Tech I Wastewater Plant Mechanic Wastewater Plant Operator I Water Plant Maintenance Operator Water Plant Operator I/II Police Communications Officer Quartermaster Records Management Technician Victim/Witness Coordinator Bus Operator Field Operations Tech Guest Services Associate Zoo Educator	For job descriptions and to print application go to <a href="https://salisbury.md/departments/human-resources/careers">https://salisbury.md/departments/human-resources/careers</a>  **Some jobs require special licenses. Please check job description for more details.
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Coca-Cola Consolidated	Delivery Merchandiser Trainee Warehouse Supervisor Merchandiser Delivery Merchandiser Presales Delivery Merchandiser	Apply online at <a href="https://cokeconsolidated.jobs.net/">https://cokeconsolidated.jobs.net/</a>
Comfort Keepers	<i>Ongoing recruitment</i> CNA Caregivers Long-Term Live-In Caregiver	Apply online at <a href="https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs">https://www.comfortkeepers.com/offices/maryland/salisbury/careers/jobs</a>
Compass Group	Cook Cook, Helper Supervisor, Cook Cashier Housekeeper Patient Transporter Lead Housekeeper	Apply online at <a href="https://careers.compassgroupcareers.com/">https://careers.compassgroupcareers.com/</a>
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Dove Pointe	Maintenance Director Direct Support Professional Mentor Aide Childrens Program Mentor	Apply online at <a href="https://www.dovepointe.org/careers">https://www.dovepointe.org/careers</a>
Dunkin' Donuts - Salisbury, Fruitland, Ocean City, Berlin, Pocomoke	<i>Ongoing recruitment</i> Crew Member Production Crew Shift Leader Assistant Manager Store Manager	Apply online at <a href="https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx">https://www.delmarvadd.net/DunkinDonuts/joinourteam.aspx</a>
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Express Employment Professionals	Legal Secretary/Paralegal Service Advisor Senior Relationship Manager Compensation and Total Rewards Specialist Warehouse Associate CDL Driver Capsule Machine Operator Filling Line Operator Claims Coordinator Accounts Receivable/Payables Processor Grain Operator Production Associate Landscape	Apply online at <a href="https://www.expresspros.com/">https://www.expresspros.com/</a>
Five Guys - Salisbury, Ocean City	<i>Ongoing recruitment</i> Crew Member Shift Manager Assistant Manager General Manager	Apply online at <a href="https://www.joinfiveguys.com/">https://www.joinfiveguys.com/</a>
Food Lion	<i>Salisbury</i> Deli Bakery Sales Associate Produce Sales Associate To Go Associate Sales Associate Cashier Quality Assurance Associate Perishable Associate Cake Decorator Customer Lead  <i>Fruitland</i> Customer Service Leader Specialty Merchandise Associate Pricing Coordinator Produce Sales Associate Frozen Food Dairy Associate Center Store Associate Perishable Associate Sales Associate (Cashier) Deli Bakery Sales Associate	Apply online at <a href="https://foodlion.careerswithus.com/">https://foodlion.careerswithus.com/</a>

	<p><i>Berlin</i></p> <p>Center Store Associate Perishable Associate Customer Service Leader Deli Bakery Sales Associate Customer Lead Sales Associate-Cashier To Go Associate</p>	
	<p><i>Crisfield</i></p> <p>Deli Bakery Sales Associate Customer Lead To Go Associate Customer Service Leader Sales Associate (Cashier)</p>	
	<p><i>Ocean City</i></p> <p>Perishable Associate Deli Bakery Sales Associate Sales Associate Cashier Customer Service Leader To Go Associate Seasonal Associate Center Store Associate Seasonal Resort Floater Specialty Merchandise Associate</p>	
	<p><i>Princess Anne</i></p> <p>Cake Decorator Produce Sales Associate Perishable Associate Deli Bakery Sales Associate Sales Associate (Cashier)</p>	
Genesis Health Care	<p>Cook Paid Nurse Aide Training Driver Geriatric Nursing Assistant (GNA) Bookkeeper Certified Medicine Aide (CMA) Dietary Aide</p>	<p>Apply online at <a href="https://www.genescareers.jobs">https://www.genescareers.jobs</a></p>
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Harbor Freight & Tools - Salisbury, Pocomoke, Berlin	<p>Retail Sales Associate (Salisbury, Pocomoke) Retail Stocking Associate (Salisbury, Pocomoke) Store Manager (Berlin) Retail Sales Manager (Berlin) Retail Stocking Manager (Berlin) Retail Sales Supervisor (Salisbury)</p>	<p>Apply online at <a href="https://harborfreightjobs.com/">https://harborfreightjobs.com/</a></p>
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Lowe's - Salisbury, Pocomoke	<i>Salisbury</i> Sales Associate Head Cashier  <i>Pocomoke</i> Retail Sales Receiver/Stocker Sales Associate Head Cashier	Apply online at <a href="https://jobs.lowes.com/">https://jobs.lowes.com/</a>
Lower Shore Clinic	Residential Peer Specialist Home Health Aide CNA/GNA Residential Community Health Worker Personal Care Aide	Apply online at <a href="https://www.lowershoreclinic.org/careers">https://www.lowershoreclinic.org/careers</a>
Marshall's - Ocean City	Retail Merchandise Associate	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Maryland Department of Transportation	Driver Skills Test Examiner (Wicomico)	Apply online at <a href="https://www.governmentjobs.com/careers/mdotmd">https://www.governmentjobs.com/careers/mdotmd</a>
Ocean Pines Association	Swim Instructor Aquatics Front Desk Facility Coordinator Dispatch/Communications Officer Golf Maintenance Laborer Prep & Line Cook Server Bartender General Laborer Lifeguard	Instructions to apply at <a href="https://oceanpines.org/web/pages/work-here">https://oceanpines.org/web/pages/work-here</a>

Olive Garden	<i>Ongoing recruitment</i> Dishwasher Line Cook Prep Cook To Go Specialist Host Busser Server Bartender	Apply online at <a href="https://jobs.olivegarden.com/search/searchjobs">https://jobs.olivegarden.com/search/searchjobs</a>
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	Backhaul Supervisor	
	Claims Coordinator	
	Customer IT Support Specialist II	
	Diesel Fleet Technician	
	Edible Oil Refinery Supervisor	
	End User Computing Technician	
	Feed Mill Driver	
	First Processing Mentor	

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Ruby Tuesday - Fruitland & Pocomoke	<i>Ongoing recruitment</i> Tue-Go Specialist Host/Server Assistant Server Kitchen Prep/Salad Bar Prep Dishwasher Bartender Cook	Apply online at <a href="https://www.rubytuesday.com/careers">https://www.rubytuesday.com/careers</a>
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Sherwin Williams - Crisfield	Extrusion Operator	Apply online at <a href="https://www.sherwin-williams.com/">https://www.sherwin-williams.com/</a>
Shore Up - Wicomico, Worcester, Somerset	Scanner/Intake Worker Substitute Driver Health Services Assistant Receptionist/Intake Worker Certified Nursing Assistant Substitute Teacher Nutrition Aide Bus Aide Bus Driver Custodian Child Development Associate Trainee Teacher I Teacher II Teacher's Aide	Download application at <a href="https://shoreup.org/employment/join-our-team/">https://shoreup.org/employment/join-our-team/</a> and email to <a href="mailto:humanresources@shoreup.org">humanresources@shoreup.org</a>
Somerset County	Correctional Officer Emergency Communications Specialist Groundskeeper Mosquito Control Technician	Apply online at <a href="https://www.somersetmd.us/services/employment_opportunities.php">https://www.somersetmd.us/services/employment_opportunities.php</a>
Somerset County Public Schools	HVAC Technician Administrative Associate	Apply online <a href="https://www.somerset.k12.md.us/">https://www.somerset.k12.md.us/</a>

SP Industries - Pocomoke	Machinist I Picker/Packer Maintenance Mechanic IT Support Specialist Material Technician Assembler I Machine Processor I Shipping & Receiving Clerk Production Supervisor Machine Operator I Packaging Machine Operator Mold Press Operator Plastic Fabricator	Apply online at <a href="https://www.themuse.com/profiles/spindustries">https://www.themuse.com/profiles/spindustries</a>
Staples	<i>Ongoing recruitment</i> Retail Inventory Specialist Retail Sales Technology Supervisor Retail Sales Print Associate Retail Sales Technology Associate Retail Sales Associate Retail Operations Supervisor Retail Sales Print Supervisor	Apply online at <a href="https://retailcareers.staples.com/">https://retailcareers.staples.com/</a>
State Of Maryland	Agricultural Resource Conservation Specialist I (Wicomico) Developmental Disabilities Associate (Wicomico) Developmental Disabilities Associate Supervisor (Wicomico) Direct Care Assistant II (Wicomico) Maintenance Mechanic Senior (Wicomico) Office Services Clerk (Wicomico) Radio Technician III (Wicomico) Revenue Examiner I-Bilingual/Spanish (Wicomico) Field Aide (Wicomico, Worcester, Somerset) Mosquito Control Field Technician/Field Supervisor/Field Aide (Wicomico, Worcester, Somerset) Office Secretary II (Worcester) Community Health Outreach Worker I (Somerset)	Apply online at <a href="https://jobapscloud.com/MD/">https://jobapscloud.com/MD/</a>
Sun Communities - Berlin	Hospitality Host Resort Housekeeper Store Clerk Store Supervisor	Apply online at <a href="https://careers.suncommunities.com/viewalljobs/">https://careers.suncommunities.com/viewalljobs/</a>
Sysco - Pocomoke	Outside Sales Representative Culinary Specialist Specialist, Specialty/Imports Account Coordinator Contract Sales CDL A Local Delivery Truck Driver Warehouse Order Selector Specialist, Premium Protein	Apply online at <a href="https://careers.sysco.com/">https://careers.sysco.com/</a>

Target	<i>Ongoing recruitment</i> Specialty Sales (Style, Beauty or Tech) Guest Advocate (Cashier or Front of Store Attendant/Cart Attendant) GM and Food (General Merchandise, Closing, Fulfillment, Inbound, Food & Beverage)	Apply online at <a href="https://jobs.target.com/">https://jobs.target.com/</a>
Taylor Bank - Berlin	Customer Service Associate	Apply online at <a href="https://www.taylorbank.com/careers">https://www.taylorbank.com/careers</a>
Texas Roadhouse - Fruitland	Server Line Cook Server Assistant-Busser Line Cook-Broil/Grill Baker Dishwasher Host To Go	Apply online at <a href="https://careers.texasroadhouse.com/">https://careers.texasroadhouse.com/</a>
Tidal Health	Administrative Assistant Assistant-Lifeline Program Audiovisual Technician Client Support Technician Console Operator Coordinator-Referral Courier ENDO Procedural Tech Food Service-Cafeteria Aide Food Service-Cook Food Service-Utility Aide Manager-Investigational Drug Services Medical Assistant Medical Transcriptionist Nursing Assistant Nursing Office Coordinator Parking Attendant Patient Care Tech II Patient Service Representative Phlebotomy Technician Pulmonary Technician Radiologic Technologist Registrar Representative-Patient Account Scanner Scheduler Scribe Security Guard Security Receptionist Supervisor-Outreach Lab Surgical Scheduler/Medical Assistant Surgical Technologist Technician-Certified Central Processing	Apply online at <a href="https://www.tidalhealthcareers.org/">https://www.tidalhealthcareers.org/</a>

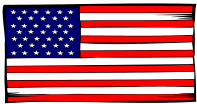
	Technician-Pharmacy Certified	
	Unit Secretary	
TJ Maxx - Ocean City	Merchandise Associate Customer Experience Coordinator Key Carrier Coordinator	Apply online at <a href="https://jobs.tjx.com/">https://jobs.tjx.com/</a>
Town of Berlin	Police Communications Officer	Apply online at <a href="https://berlinmd.gov/employment/">https://berlinmd.gov/employment/</a>
Town of Ocean City	Carpenter	Get detailed job description and apply online at <a href="https://oceancitymd.gov/oc/departments/human-resources/employment/">https://oceancitymd.gov/oc/departments/human-resources/employment/</a>
	Maintenance Worker	
	Water Plant Operator	
	Firefighter/EMT IV Paramedic	
	Plant Operator I	
	Heavy Equipment Operator	
	Vehicle Equipment Technician II	
	Camp Horizon Day Camp Counselor	
	Casual Labor	
	Building Maintenance Worker	
	Skate Park Worker	
	Temporary Parks Worker	
	Police Data Clerk	
	Surf Rescue Tech/Lifeguard	
	Boardwalk Comfort Station Attendant	
	Seasonal Maintenance Worker	
	Dispatcher	
	Tennis Attendant	
	Concessions Worker	
	Bus Driver	
Solid Waste Worker I & II		
Bus Maintenance Tech I		
Tram Driver		
Tram Conductor		
Tri-County Council for the Lower Eastern Shore of Maryland	Driver-Public Transit Human Resources Coordinator Dispatcher Youth Engagement Specialist Custodial Aide	Apply online at <a href="https://tcclesmd.org/">https://tcclesmd.org/</a>
Ulta Beauty - Salisbury, Ocean City	Assistant Stylist (Salisbury) Beauty Advisor Prestige Beauty Advisor Hair Stylist Retail Sales Manager (Ocean City) General Manager (Ocean City)	Apply online at <a href="https://careers.ulta.com/">https://careers.ulta.com/</a>
UMES	Administrative Assistant II	Apply online at <a href="https://umes.peopleadmin.com/">https://umes.peopleadmin.com/</a>
Vacasa - Ocean City	Property Caretaker Owner Relations Manager Front Desk Specialist Linen Specialist Maintenance Technician Office Coordinator	Apply online at <a href="https://www.vacasa.com/careers/positions">https://www.vacasa.com/careers/positions</a>



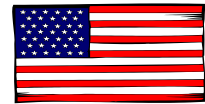
Verizon	Retail Sales Representative Spanish Bilingual Retail Sales Representative	Apply online at <a href="https://www.verizon.com/about/work/">https://www.verizon.com/about/work/</a>
Walmart - Salisbury, Fruitland	Stocking & Unloading Online Orderfilling and Delivery Health & Wellness Service Shop Technician III Service Shop Entry Technician Service Shop Preventative Maintenance Technician Service Shop Repair Technician Hourly Supervisor and Training General Merchandise Fuel Station Food & Grocery Cashier & Front End Services Auto Care Center	Apply online at <a href="https://careers.walmart.com/">https://careers.walmart.com/</a>
WBOC	Show Producer Accountant Promotions/Event Assistant Traffic Coordinator Radio Account Executive Media Specialist	Apply online at <a href="https://www.drapermediajobs.com/jobs/">https://www.drapermediajobs.com/jobs/</a>
West Marine - Ocean City	Assistant Manager Cashier Sales Associate	Apply online at <a href="http://www.lifeatwestmarine.com/">http://www.lifeatwestmarine.com/</a>
Wicomico County	911 Specialist I	Apply online at
	Associate Equipment Operator	<a href="http://www.wicomicocounty.org/jobs.aspx">http://www.wicomicocounty.org/jobs.aspx</a>
	Audio/Visual Tech	
	Chef/Kitchen Manager	
	Correctional Officer I	
	Crew Leader	
	Events & Services Coordinator	
	Facilities Maintenance Technician	
	Facility/Grounds Worker	
	Ferry Operator	
	Human Resources Assistant	
	Lead Equipment Operator	
	Maintenance Mechanic	
	Maintenance Technician	
	Mechanic-Airport	
	Office Associate	
	Police Communications Specialist I	
	Project Coordinator II	
	Purchasing Specialist	
	Solid Waste Superintendent	
	Athletic Complex Seasonal Worker	
	Concessions Manager	
	Concessions Staff	
	Convenience Center Attendant	
	Cook	
	Court Security-Civilian	

	Crossing Guard Emergency Management Technician Encore Chef Encore Concessions Encore Server Kids Klub After School Staff Kids Klub Summer Camp Staff Mosquito Control Technician Mower Operator Park Ranger Pemberton Nature Camp Counselor Pemberton Nature Camp Director Program Coordinator-Youth Sports & Special Events Rig Crew Member Stagehand Weed (Lead) Control Coordinator	
Wicomico County Public Schools	School Vehicle Operator (Bus) Construction Manager II Home School Liaison Contractual Transportation Positions Contractual Custodian Contractual Food Service Worker Assistant Building Service Manager I, II & III Site and Grounds Worker I Inventory Tech II Food Service Worker Custodian I and II Maintenance Technician III-HVAC	Apply online at <a href="https://www.applitrack.com/wcboe/onlineapp/default.aspx">https://www.applitrack.com/wcboe/onlineapp/default.aspx</a>
Wicomico Public Library	Reader Van Coordinator Mobile Services Assistant	Apply online at <a href="http://www.wicomicolibraries.org/employment">http://www.wicomicolibraries.org/employment</a>
WMDT	Master Control Operator Technical Director Studio Technician	Apply online at <a href="https://www.wmdt.com/about-us/job-openings/">https://www.wmdt.com/about-us/job-openings/</a>
Worcester County	Jury Commissioner Emergency Communications Specialist I Emergency Communications Specialist Trainee Correctional Officer Trainee Landfill Operator I-II Transfer Station Attendant Building Maintenance Mechanic I Roads Worker V Temp Roads Worker Roads Worker IV General Laborer/Maintenance Worker I Concession Monitor Legal Assistant	Apply online at <a href="https://worcesterrhr.co.worcester.md.us/">https://worcesterrhr.co.worcester.md.us/</a>
Worcester County Developmental Center (WCDC)	Personal Supports Facilitator Weekend Residential Counselor	Apply online at <a href="https://wcdcservices.org/">https://wcdcservices.org/</a>

Worcester County Public Schools	Before and After Childcare Director Custodian II Contractual Food Service Worker Educational Assistant Bus or Van Driver	Apply online at <a href="https://worcestermd.tedk12.com/hire/index.aspx">https://worcestermd.tedk12.com/hire/index.aspx</a>
Worcester County Recreation and Parks	Swim Lesson Instructor Referee Recreation Superintendent Concession Monitor	Apply online at <a href="https://worcesterrecandparks.org/about-us/employment">https://worcesterrecandparks.org/about-us/employment</a>
YesCare Health (formerly Corizon Health) - Westover	Medical Records Clerk Certified Nursing Assistant	Apply online at <a href="https://careers.yescarecorp.com/">https://careers.yescarecorp.com/</a>
YMCA - Salisbury, Pocomoke	<p><i>Richard A. Henson Family YMCA - Salisbury</i></p> Membership Services Representative Stay & Play Child Watch Assistant Birthday Party Host Group Exercise Instructor Wellness Assistant Personal Trainer Gym Monitor Lifeguard Swim Instructor Sports Staff Cleaning Staff Day Camp Counselor Day Camp Coordinator	Apply online at <a href="http://www.ymcachesapeake.org/employment">http://www.ymcachesapeake.org/employment</a>
	<p><i>Lower Shore Family YMCA - Pocomoke City</i></p> Membership Services Representative After School Counselor Group Exercise Instructor Wellness Assistant Personal Trainer Lifeguard Water Aerobics Instructor Stay & Play Child Watch Assistant Cleaning Staff Day Camp Counselor Day Camp Coordinator	



**ST. JAMES A.M.E. ZION CHURCH – ZION HOUSE**  
**P.O. Box 3082**  
**Salisbury, Maryland 21801**  
**(410) 742-1427**



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**OFFICE MANAGER**

**Job Description**

**Homeless Veteran Reintegration Program – Veterans Employment Assistance Services (HVRP-VEAS)**

HVRP-VEAS is a grant funded program at St. James AME Zion Church - Zion House through the U. S. Department of Labor intended to assist homeless Veterans on the Maryland, Virginia and Delaware Eastern Shore to obtain gainful employment. The HVRP-VEAS team will work closely with community partners to identify eligible veterans in need of employment. Through provision of case management services, Veterans will be assisted in navigating the employment search and placement system. The goal of the HVRP-VEAS program is to assist clients to obtain and retain employment necessary to maintain long term, independent living. HVRP-VEAS is an intervention program, with services to include case management and assistance in obtaining employment for Veterans.

**Position**

The office manager is responsible for organizing and coordinating office operations and procedures in order to ensure organizational effectiveness and efficiency. The office manager reports to the Director and is responsible for providing office administrative support to the Homeless Veteran Reintegration – Veteran Employment Assistance Services Program. This includes maintaining office services and efficiency and maintaining office records.

**Responsibilities:**

The HVRP-VEAS office manager duties are summarized as:

1. Maintain office services

Main Activities:

- Provide administrative support to case managers
- Answer the phones and ensure good customer service
- Prepare time sheets
- Control Correspondence
- Review and approve supply requisitions
- Liaise with other agencies, organizations and groups
- Maintain office equipment

2. Maintain office records

Main Activities:

- Maintain filing systems
- Ensure filing systems up to date
- Follow procedure for record retention
- Ensure protection and security of files and records
- Ensure effective transfer of files and records
- Transfer and dispose records according to retention schedules and policies

3. Maintain office efficiency

Main Activities:

- Ensure efficient operation of office systems, layout and equipment procurement
- Maintain and replenish inventory
- Check stock to determine inventory levels

**Requirements:**

- Excellent oral and written communication skills
- Proficiency with Microsoft Office.
- Valid Maryland driver's license, insurance and reliable transportation
- U.S. Veteran or Veteran spouse strongly preferred.
- Able to lift 25 pounds
- May be required to sit at a computer station for extended periods of time to complete essential job functions.

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Chris Williams  
DVOP/LVER

Veteran Employment Rep.  
410-546-6821 (office)  
443-955-9147 (cell)  
[christinas.williams@maryland.gov](mailto:christinas.williams@maryland.gov)



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[Administrative Assistant MWE J.O. #1624722](#)

[Carpenter MWE J.O. #1624729](#)

[Claims Administrator MWE J.O. #1624738](#)

[Construction Project Manager MWE J.O. #1624747](#)

[Mitigation Restoration Technician MWE J.O. #1624774](#)

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## Featured Opportunities of the Week

IT Specialist	Shipping Clerk
Pipe welder/Fabricator	Insurance Customer Support
Assembler	Accounting Associate
Packer	Admin Assistant
Forklift/Reach Truck Operator	Impact Coordinator
Warehouse Operator	Service Technician
Assistant to the Executive Director	Welder

[easternshorejobs.com](http://easternshorejobs.com)

Skilled Job Training available for:

Carpentry Soldering  
Metal Fabrication Welding



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Salisbury, MD 21801  
(410)742-2600

Cambridge, MD  
2918 Old Rt. 50  
Cambridge, MD 21613  
(443)477-6555

Easton, MD  
8662 Alicia Dr.  
Easton, MD 21601  
(410)690-7790



# Maryland Maryland Workforce Exchange

DEPARTMENT OF LABOR

August 08, 2022 - August 12, 2022

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Job Order Number	Company	Position	Positions open
1623084	Quality Staffing Services, Inc.	Accounting & Sales Administrative Assistant	1
1623109	Salisbury University	Academic Program Specialist	1
1623153	Allan Myers	Lowbed Driver	1
1620388	Goodwill Industries of the Chesapeake Inc.	Sales Associate	1
1624650	R.E. Michel Company, Inc.	Warehouse/Driver	1
1619418	Sherwin-Williams	Buyer/Planner	1
1620890	HEI Hotels & Resorts	Front Desk Agent	1
1619280	Pepsi Bottling Ventures	Warehouse Supervisor II	1
1622594	Pep Boys	Customer Service Advisor	1
1624368	Rite Aid of Maryland, Inc.	Store Manager	1
1623314	Chesapeake Utilities Corporation	Manager, Accounting and Financial Analysis	1
1623503	K&L Microwave, Inc.	Electronic Assembler	1
1622156	Smith & Nephew, Inc.	Associate Sales Representative	1
1621690	Bel-Art Products	Mold Press Operator	1
1620144	Verizon	Retail Sales Representative	1
1618971	Billy's Subs And Pizza Inc.	Cook	1

Visit [mwejobs.maryland.gov](http://mwejobs.maryland.gov) for Additional Information & Instructions to Apply

"Maryland's American Job Center system, a proud partner of the American Job Center network, is an equal opportunity employer/program committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin, or disability. Please contact a local American Job Center to make arrangements for auxiliary aids, interpreter services, and reasonable accommodations."





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For more information contact:  
Workforce Development Specialist  
Nancy Schwendeman, 410-632-3112 x2120  
[nschwendeman@marylandscoast.org](mailto:nschwendeman@marylandscoast.org)





**EXPLORE** a new career

## CAREER & TRAINING SERVICES

The Lower Shore Workforce Alliance (LSWA) receives funding to provide Workforce Innovation and Opportunity Act (WIOA) Title I training services. LSWA provides funding for a variety of training and supportive services and strives to meet each individual's specific needs. Such services include skills and career assessments, occupational skills training, career counseling and referral services, which allow participants to become economically self-sufficient.



### HOW DO I APPLY

✓ **Register in MWE**

Register in the Maryland Workforce Exchange, <https://mwejobs.maryland.gov> and create a resume

✓ **Speak with an Intake Coordinator**

To see if you are eligible and to complete an application.



#### Training Courses

To search for eligible trainings, please visit the Maryland Eligible Training Provider List <http://www.dllr.state.md.us/employment/train/>.



#### Not sure what you want to do?

My Next Move is an interactive tool for job seekers and students to learn more about their career options.



#### CONTACT US

Lower Shore Workforce Alliance  
Located at the American Job Center  
31901 Tri-County Way  
Salisbury, MD 21804

410-341-6010  
[www.lswa.org](http://www.lswa.org)



### BUILD YOUR SKILLS

Get free training to build your skills and prepare for your next job through the SkillUp® Lower Shore program supported by Metrix Learning. Start with FREE work readiness courses!

#### Course Topics Include:

- Digital Literacy
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- Communication
- Emotional Intelligence
- Business Etiquette
- Critical Thinking
- Effective Email
- Word/Excel
- ...and more!



### SIGN UP TODAY!

- 1.) Go to: <http://lowershoreajc.skillupamerica.org/>
- 2.) Click "JOBSEEKERS" → "REGISTER FOR FREE"
- 3.) Fill out your information for instant access
- 4.) Take as many courses as you want for 180 days (6 months)

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For access to additional training and career services, please contact Lower Shore Workforce Alliance:

Phone - (410) 341-6515

Email - [Training@LSWA.org](mailto:Training@LSWA.org)

<https://lswa.org>  
<http://www.metrixlearning.com>

WIOA Title I is an equal opportunity program. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay

Service 7-1-1





# LOWER SHORE WORKFORCE ALLIANCE

# LOWER SHORE

# 4+E

## PARTNERSHIP

## ENGAGE

- Online Learning Platform
- Virtual Job Fair Events
- Survey Employers to Address Specific Needs
- Online Application for Participation

## EMPLOY

- Re-Employment Incentives:  
We pay 50% of wages for four weeks.
- Job Fairs/Recruitment Events
- Job Readiness Training
- Career Counseling



## EDUCATE

- Online Training Incentives:  
We pay tuition and cash incentives for completing.
- Educational Coaching
- Online Courses and Certifications

## EQUIP

- Transportation Assistance: We provide bus passes and other commuting options.
- Referral Network to Support Employees with Services
- Connect Businesses to Services and other Benefits

## For More Information:

David Noonan, Grant Manager  
31901 Tri-County Way, Suite 113  
Salisbury, MD 21804  
Phone: (410) 341-3835, ext. 1103  
Email: [dnoonan@lswa.org](mailto:dnoonan@lswa.org)  
Website: [www.lswa.org](http://www.lswa.org)

This program is funded by a grant provided by the Maryland RELIEF Act of 2021. It is the policy of the Lower Shore Workforce Alliance that no person shall be subjected to discrimination on the grounds of race, color, gender, religion, national origin, sexual orientation, age, marital or parental status, or disability. Auxiliary aids and services are available upon request to individuals with disabilities. If you need special accommodations to participate in the program, please call 410-341-6515. TTY Users call via Maryland Relay Service 7-1-1



## Wor-Wic Community College


### Free Welding Training for Eligible Candidates

Projected Dates: Nov 2022-March 2023 & May-Sept 2023

**Welders are in demand!**

Welding training is ongoing through a partnership with Wor-Wic Community College, Arcon, Quality Staffing Services, Crystal Steel and the Lower Shore Workforce Alliance. This training is free thanks to a grant from the Department of Labor EARN Maryland grant.

For more information about the course, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu). To be considered for the training, contact Quality Staffing Services at (410) 742-2600.



- To Be Eligible For Consideration, Candidates Must:**
- Be age 17 or older
  - Have a High School Diploma or GED
  - Be able to pass a pre-employment urine drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Possess good depth perception and manual dexterity
  - Be able to work in extremely hot, dusty and noisy environments
  - Be able to lift at least 50 lbs. unassisted
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, hearing protection, steel toe boots, jacket (100% wool, leather or cotton or hybrid of these materials) and 100% cotton long sleeve shirt) at est. cost \$150-\$250)
  - Maryland resident (Lower Shore preferred)
  - Be job ready
  - Have reliable transportation
  - Be able to support themselves for the duration of the training
  - Commit to attend classes, be on time, work hard and not give up!

Stick, Flux Core, MIG and TIG Welding is a 455 hour course with 5 hours of instruction per day, Monday-Friday for 18.2 weeks. The course is designed to provide the entry level welder with the skills necessary to secure employment in the welding industry.

Students will begin by developing knowledge to work safely within industry standards and recognize and avoid hazards. Through instruction, discussion, modeling and practice, students will become proficient with blueprint reading, measuring, hand and power tools, and stick/MIG/flux core/TIG set-ups, processes and clean up.

Safely establish and utilize an oxy-fuel outfit for cutting of steel and the basics of the thermal cutting processes. Use power tools for preparation of base metals prior to welding, be able to use measuring devices and fit-up tools effectively.

Identify the AWS classification of electrodes and their application to the various welding procedures as well as the limitations of filler metals. Select the proper polarity and current requirements for various electrodes and identify the common welding processes used.

Recognize common weld discontinuities, defects and successfully inspect work to industry standards set forth in the "AWS D1.1 Structural welding code." Be aware of the requirements of a "Welder Procedure Specification."

Skills will be articulated verbally, in writing and by performance on quizzes, tests, a final exam and destructive bend test prior to seeking employment. Up to twelve welding qualifications may be earned for structural welding.

A welder qualification record (WQR) will be issued to successful completers. Training includes both classroom (20%) and shop instruction (80%).

The intent behind and expectation of the training is to obtain welding employment.



## Wor-Wic Community College

### Free Metal Fabrication Training: M-Th, 5:30-9pm-August-Nov. 2022 + January-May 2023



**Metal fabricators are in demand!**

Metal fabricator training is ongoing through a partnership with Wor-Wic Community College, Arcon Welding Training Center, Crystal Steel, Quality Staffing Services and the Lower Shore Workforce Alliance. The training is free thanks to grants from the Maryland Department of Labor EARN and Maryland Energy Administration.

Courses run Monday through Thursday for 17 weeks from 5:30-9:00pm. For more information, please contact Wor-Wic at (410) 334-2815, visit [www.worwic.edu](http://www.worwic.edu) or email Dr. Rhonda Banks at [rbanks@worwic.edu](mailto:rbanks@worwic.edu).

To be considered for the free metal fabrication career-changing training, contact Quality Staffing Services at 410) 742-2600 .

- To Be Eligible For Consideration, Candidates Must:**
- Be age 17 or older
  - Have a High School Diploma or GED
  - Be able to pass a pre-employment drug screen
  - Display hand-arm steadiness
  - Display strong near-vision to see details at close range
  - Possess good depth perception and manual dexterity
  - Be able to work in extremely hot/cold, dusty & noisy environments
  - Be able to lift at least 50 lbs. unassisted
  - Be able to stand for long periods of time
  - Be able to adjust controls with precision
  - Be able to recognize and solve problems
  - Be able to work well with others and accept positive, constructive criticism that aids in growth
  - Be able to supply and wear safety equipment (e.g. welding helmet, safety glasses, gloves, steel toe boots and 100% cotton long sleeve shirts) for up to 3.5 hours per day at a total cost around \$100 (Gear List will be provided)
  - Maryland resident (Lower Shore preferred)
  - Be job ready
  - Have reliable transportation
  - Be able to support themselves for the duration of the training

The new Basic Metal Fabrication course will provide 238 hours of evening instruction and practice over 17 consecutive weeks. Graduates of the training will be job and career ready and have entry level metal fabricator skills that are necessary to secure employment in the metal fabrication industry.

Students will progress from basic blue print reading and industry math to fundamental A.I.S.C. fitting practices for a variety of metal shapes. This course includes safety for fabricators and an introduction to hand and power tools. Students will develop knowledge for working safely within the industry standards, recognize and avoid potential hazards, and receive OSHA trainings.

Metal fabrication students will measure, layout, form, cut and assemble metal pieces, then learn how to weld pieces together. Students will safely work with oxy-fuel and hand-held plasma cutters for cutting steel and incorporate thermal cutting processes.

Students will be able to identify and demonstrate understanding of the basic AWS welding symbols and various electrodes and their applications. Some welding techniques and procedures will be discussed, modeled, and practiced.

There will be an introduction to industry structures and processes and students will discover requirements to qualify as metal fabricators. Metal fabrication training includes 20% classroom and 80% shop time. To graduate, 75% or greater is necessary on written and hands-on skills exams.





Virtual Format

# CUSTOMER SERVICE AND SALES NATIONAL RETAIL CERTIFICATION TRAINING



Goodwill and The National Retail Federation (NRF) have partnered to offer a virtual format customer service and sales training.



### Learn the following skills:

- Retail Fundamentals
- Communication and Teamwork
- Problem Solving
- Customer Service
- Inventory Tracking
- Payment Procedures and more!

Where: **Virtual self-paced lessons**

Length: **1 - 2 weeks**

Contact: **443-669-5846** or [digitalskills@goodwillches.org](mailto:digitalskills@goodwillches.org)

NRF Certification exam upon completion of the training. **Internet access required.**

[goodwillches.org](http://goodwillches.org)



## Serv Safe Training

Recommended for the Food and Hospitality Industries

### Learn the Principles of Food Safety:

- Food Safety Regulations
- The Importance of Food Safety
- Time and Temperature Control
- Good Personal Hygiene
- Safe Food Preparation
- Preventing Cross-Contamination
- Cleaning and Sanitizing
- HACCP (Hazard Analysis and Critical Control Points)
- Allergens

### Course Info:

ONE DAY Online and Self-Paced  
Learn the vocabulary and pass the assessment test and receive your certification

### Requirements:

- \* Complete intake form
- \* VALID email address and password
- \* Internet required through phone, tablet or computer

### Contact:

443-669-5846  
[digitalskills@goodwillches.org](mailto:digitalskills@goodwillches.org)



Earn an official certificate documenting course hours and display your certificate on your resume!



# PHARMACY TECHNICIAN PROGRAM

# Rx

Goodwill Industries of the Chesapeake, in conjunction with CVS Health and Baltimore City Community College, is proud to offer a Pharmacy Technician Program.

### This 16 week program includes:

- Pharmacy Calculations
- Pharmacy Theory
- CPR Training
- Pharmacy Tech Certification Exam
- 160 Hour Clinical Externship (M-F 9am-5pm)

### Eligibility Requirements

Applicants must be 18 or older with a HS Diploma/GED and no criminal background. Must also pass TABE assessment, urinalysis and PPD screenings.

Students must pass all course requirements to obtain the Maryland Board Pharmacy Technician Certification.

Where: **Virtual Facilitator** (only)

When: **Monday - Thursday 9am-4pm**

Length of training program: **16 weeks**

Contact: [pharmtech@goodwillches.org](mailto:pharmtech@goodwillches.org)

IN PARTNERSHIP with



[goodwillches.org](http://goodwillches.org)



## FOODWORKS

MARYLAND FOOD BANK

## CULINARY JOB TRAINING PROGRAM



**Food Works – Wicomico County is an opportunity to receive 12 weeks of intense culinary training! SERVSafe & assistance in job placement!**

“My time at FoodWorks was life-changing, I always felt support in class and am now on my way to realizing my culinary dreams.”

“I was really honored to go through the program. It made me want to get up and go every day.”

### Contact:

[mdfoodbank.org/apply-foodworks](http://mdfoodbank.org/apply-foodworks)  
Kerry Cleaver • [kcleaver@mdfoodbank.org](mailto:kcleaver@mdfoodbank.org) • 443.253.8605 • 410.334.2815

Monday – Friday 9:30am-6pm • Must be 18+



32000 Campus Dr, Salisbury, MD 21804



 **YOUR INSTITUTION, OUR MISSION**



**Telamon Corporation**

**Young Adult Career & Education Program**



**Sheronda Brown**  
sbrown@telamon.org  
410-713-5822

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

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.


Do you know an 18-24 year old who is not returning to college this fall, or struggling to enroll, due to multiple barriers?

Telamon's young adult program could help them navigate their barriers and help them return to college, more prepared and with an additional advocate.

Our Workforce and Career Training Division team members work with eligible participants to create a personalized education and/or workforce plan.

This FREE program complements your career counseling and educational services by providing job readiness, referrals, emergency assistance, supportive services, and tuition assistance.

Let us HELP you increase your completion rates and/or increase enrollment into your training programs!

 **YOUR VISION, OUR MISSION**



**Telamon Corporation**  
**Young Adult Career & Workforce Program**



**LyVea Oliver**  
loliver@telamon.org  
410-202-6489

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

**Are you 18 to 24 years old and want to get back into school? Continue your education? Or interested in starting a career? If so... Let's talk.**

Telamon is an equal opportunity employer and provider of services. Auxiliary aids are available upon request for those with a disability. Funding sources for our programs are available.





**CRISFIELD LIBRARY**  
Thursdays,  
August 4 and 18  
from 2 to 4pm

**PRINCESS ANNE LIBRARY**  
Fridays,  
August 5, 12, and 19  
from 10 to 12pm

**Want to learn how to use a computer? Need some help learning how to navigate Windows 10? Call or stop by the Crisfield or Princess Anne Library to register for one-on-one computer help.**

**COMPUTER HELP**



# WOR-WIC COMMUNITY COLLEGE

## ADULT EDUCATION PROGRAM



ONLINE  
AND  
IN-PERSON CLASS  
OPTIONS!

### English for Speakers of Other Languages/ ESL Classes

#### Steps to Enroll into Classes:

1. Watch the Orientation Video  
<https://youtu.be/ItEFyzV3q0s>



2. Complete the Application  
<https://forms.office.com/r/gc5wgX4Wjn>

3. Email [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu) to schedule an appointment and Complete Testing

The program serves adults who are at least 18 yearsold and residents of Wicomico Co., Maryland. (Some exceptions apply.)

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

Intake, testing, and classes are free, and documentation is not required.

For more Information: Call/Text, (443) 669-6373

# WOR-WIC COMMUNITY COLLEGE

## ADULT EDUCATION PROGRAM



OPCIONES DE CLASES VIRTUALES Y PRESENCIALES

### Clases de Inglés / ESL Classes

#### Pasos para Inscribirse en Clases:

1. Escuchar el Video de Orientación en Español:  
[https://youtu.be/Rr\\_haUT5e0](https://youtu.be/Rr_haUT5e0)
2. Completar la Solicitud  
<https://forms.office.com/r/gc5wgX4Wjn>
3. Envíe un correo electrónico a [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu) para programar una cita y completar las pruebas



El programa atiende a adultos que tienen al menos 18 años de edad y residentes de Wicomico Co., Maryland. (Se aplican algunas excepciones).

Los estudiantes son colocados en clases, después de completar las pruebas de ubicación de clases, por orden de llegada.

La admisión, las pruebas y las clases son gratuitas y no se requiere documentación.

Para obtener más información: llame /mensaje de texto, (443) 669-6373

# WOR-WIC COMMUNITY COLLEGE

## ADULT EDUCATION PROGRAM



OPSYON VITYÈL AK NAN KLAS MOUN

### Klas Angle / ESL Classes

#### Etap pou Enskri nan Klas yo:

1. Tande videyo oryantasyon an Kreyòl:  
[https://youtu.be/8wh90VC\\_y4](https://youtu.be/8wh90VC_y4)
2. Ranpli Aplikasyon an  
<https://forms.office.com/r/gc5wgX4Wjn>
3. Imèl [adulteducation@worwic.edu](mailto:adulteducation@worwic.edu) pou pran yon randevou ak ranpli tès plasman klas la



- Pwogram nan sèvi granmoun ki gen omwen 18 an ak rezidan nan distrik de Wicomico, Maryland. (Gen kèk eksepsyon ki aplike.)

Yo mete elèv yo nan klas yo, apre yo fin fè tès plasman klas yo, sou baz premye vini, premye sèvi.

Konsomasyon, tès, ak klas yo gratis epi dokiman pa obligatwa.

Pou plis enfòmasyon: Rele / Tèks, (443) 669-6373





# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM

There are TWO ways to earn a Maryland High School Diploma: Completing the National External Diploma Program® OR Passing the Official GED® Test!

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can enroll clients from Worcester and Somerset Co.



The NEDP® can enroll clients residing in Wicomico, Somerset, and Worcester Counties. The NEDP® is a computer-based portfolio, which is accessed online. There is a \$150 fee to enroll into the program, which is paid when the client qualifies on Reading and Math skills tests. Clients earn a diploma after all eight competency areas are 100% demonstrated.



There is a \$45 fee for the complete Official GED® Test for 1<sup>st</sup> time test takers who reside in Maryland. There is a \$30 fee for each GED® Test Subject for re-takes. There are 4 subjects in the complete test. Students schedule for the Official GED® Test at [www.ged.com](http://www.ged.com). The Adult Education Program provides testing and classes to help students prepare for the official test, but we are not authorized to schedule, reschedule, or administer the Official GED® Test.

# WOR-WIC COMMUNITY COLLEGE

ADULT EDUCATION PROGRAM



In-PERSON AND ONLINE CLASS OPTIONS

FREE

### Steps to Enroll into Classes:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) to schedule an appointment and complete class placement testing

Intake, testing, and classes are free, and no documentation is required.

Students are placed in classes, after completion of class placement testing, on a first-come, first-served basis.

The program serves adults, who are at least 18 years old and residents of Wicomico Co., Maryland. The NEDP® can also enroll clients from Worcester and Somerset Counties.

For more information: Call/Text, (443) 669-6373

### Steps to Enroll:

1. Watch the Orientation Video <https://youtu.be/JtEFyzV3q0s>



2. Complete the Application <https://forms.office.com/r/gc5wgX4Wjn>
3. Email [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu) to schedule an appointment and Complete Testing.

Testing appointments must be scheduled in advance and completed in-person at Wor-Wic Community College or the Downtown Library in Salisbury.

For more information:  
Call/Text, (443) 669-6373





# INTERESTED IN ADULT EDUCATION CLASSES?

We offer Adult Basic Education (ABE) and English as a Second Language (ESL) classes. Registration is now online!

Use the QR code to sign up or call/email us using the information below.

## ABE & ESL Classes

In-person intake and pre-testing is required prior to joining a class.

We are currently accepting registrations for summer and fall sessions!

We offer day and evening classes with in-person and online options.



OPEN YOUR PHONE'S CAMERA APP AND HOLD IT ABOVE THE CIRCLE TO SIGN UP!

Worcester County Public Schools  
Adult Education Program  
410-632-5071  
adulteducation@worcesterk12.org

Funding for the Adult Education program is provided by the MD Department of Labor



# INTERESADO EN CLASES PARA ADULTOS?

Tenemos clases de educación básica para adultos (ABE) y clases de inglés (ESL). El registro está en línea.

## Clases de ESL & ABE

Se requiere admisión y pruebas previas en persona antes de unirse a una clase.

¡Actualmente estamos aceptando inscripciones para las sesiones de verano y otoño!

Ofrecemos clases diurnas y nocturnas con opciones presenciales y en línea.



¡ABRE LA APLICACIÓN DE LA CÁMARA DE TU TELÉFONO Y MANTÉNLA SOBRE EL CÍRCULO PARA REGISTRARTE!

Worcester County Public Schools  
Adult Education Program  
410-632-5071  
adulteducation@worcesterk12.org

La financiación del programa de educación de adultos es proporcionada por el Departamento de Trabajo de Maryland



# ENTERESE NAN KLAS EDIKASYON POU GRANMOUN?

Nou ofri Edikasyon Debaz pou granmoun (ABE) ak klas angle tankou yon dezyèm lang (ESL) Enskripsyon an kounye a sou entènèt.

## ESL & ABE klas yo

Kounye a nou aksepte enskripsyon pou sesyon ete ak otòn!

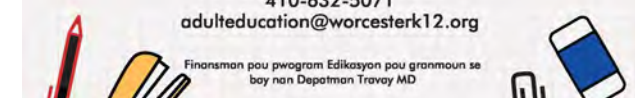
Nou ofri klas jou ak aswè ak opsyon an pèsòn ak sou entènèt.



LOUVRI APP KAMERA TELEFÒN OU AN EPI KENBE LI ANWO SÈK LA POU ENSKRI!

Worcester County Public Schools  
Adult Education Program  
410-632-5071  
adulteducation@worcesterk12.org

Finansman pou pwogram Edikasyon pou granmoun se bay nan Depatman Travay MD



<b>Area Adult Education Providers</b>
---------------------------------------

**\*\* You may enroll with any program that is convenient for you no matter which Maryland county that you live in.\*\***

**Dorchester County**

Chesapeake College

1000 College Circle

Wye Mills, Maryland 21679

Phone: 410-822-5400

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages, GED Test Preparation and National External Diploma Program

**Somerset County**

Princess Anne One-Stop Office

30415 Mount Vernon Rd.

Princess Anne, MD 21853

Phone: 410-677-4261

Services offered: Classes in Reading, Writing, Math, English for Speakers of Other Languages (ESOL), and GED Preparation.

**Wicomico County**

Wor-Wic Community College

32000 Campus Drive

Salisbury, MD 21804

Phone: 443-669-6373

Email: [adulthoodeducation@worwic.edu](mailto:adulthoodeducation@worwic.edu)

Services Provided: Adult Basic Education Classes, GED Preparation, English as a Second Language (ESL) Classes, and the National External Diploma Program

**Worcester County**

Worcester County Board of Education

6270 Worcester Highway

Newark, MD 21841

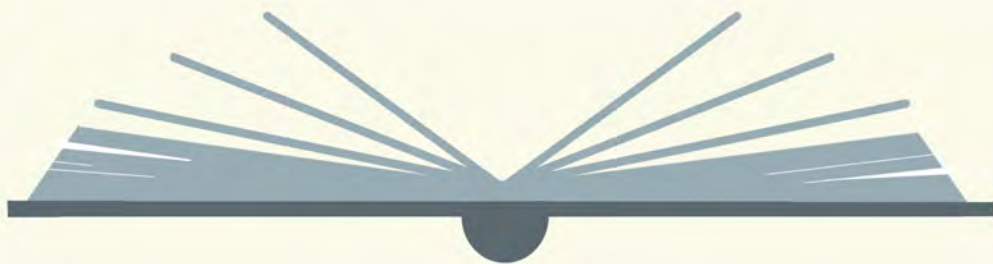
Phone: 410-632-5071

Services Offered Adult Basic Education (ABE) and English as a Second Language (ESL)

Need information for another county?

Maryland's providers are listed at: <http://www.dllr.state.md.us/gedmd/programs.shtml>





# PROJECT READ

**Need Help Reading?**

**Enroll in Project READ!**

Do you need to improve your reading, math or other literacy skills in order to get a job or earn your GED? Find out how to enroll in Project READ.



**Want to become an Adult Literacy Coach?**

Would you like to help an adult learn how to read? Find out how you can make a difference in someone's life by becoming a volunteer Adult Literacy Coach.

For more information ask a staff member or contact the Project READ Coordinator at 410-749-3612 x159  
[www.wicomicolibraries.org](http://www.wicomicolibraries.org)



Project READ is funded by the Wicomico Public Libraries in partnership with Rotary Club of Wicomico County, The United Way of the Lower Eastern Shore, and The Richard A. Henson Foundation, Inc.



# DO YOU NEED YOUR DRIVER'S LICENSE? WE CAN HELP!

Is transportation a barrier to:

- A new job?
- Taking classes?
- Helping your family?



Don't have a computer to go online?

**Wor-Wic  
Community  
College Offers:**

Can't get to the facility to complete  
the driving portion?

Scholarships to reduce  
the cost to as little as \$50!!!

Laptops to borrow to complete  
the online classroom at home!

A ride to and from your Behind-the-Wheel  
drives!

Don't let these barriers keep you from the freedoms of  
having your driver's license!

Register at :

[https://www.worwic.edu/  
DriverEducation](https://www.worwic.edu/DriverEducation)

## YOU CAN GET YOUR LICENSE!

For more information, contact:  
Kelly Carey, 410-334-6729, [kcarey@worwic.edu](mailto:kcarey@worwic.edu)





MARYLAND  
LEGAL AID

Advancing  
Human Rights and  
Justice for All

AmericanJobCenter  
*Lower Shore*  
Serving Somerset, Wicomico and Worcester Counties

## Free Workforce Legal Services

- ◆ Do you need help expunging your criminal record?
- ◆ Are you being sued or harassed by bill collectors?
- ◆ Do you need help navigating family law matters?
- ◆ Are you facing eviction or foreclosure?
- ◆ Do you have a landlord-tenant issue?



**Maryland Legal Aid may be able to help.**

Meet one-on-one with a Maryland Legal Aid attorney to discuss your civil legal issues and get help expunging your criminal record.

**Location:**

Lower Shore American Job Center  
31901 Tri-County Way  
Salisbury, MD 21804

**Time:**

9:00 a.m. to 4:00 p.m.

**Dates:**

1<sup>st</sup> and 3<sup>rd</sup> Thursday of every month beginning in May

Registration is not required. Attendees are assisted on a first-come, first-served basis. For more information contact Maryland Legal Aid's Lower Eastern Shore office at 410-546-5511.

Worcester County Circuit Court

## Family Law Legal Clinic For Self-Represented Litigants



Family Services Division  
Court House, Room 101  
One West Market Street  
Snow Hill, Maryland 21863

**Website:**

To access Family Law Forms online go to: [www.mdcourts.gov](http://www.mdcourts.gov)  
Click on: "Court Forms"

**Statewide Legal Help  
Phone Line:**

410-260-1392

### HOURS OF OPERATION

**TUESDAYS**  
9:30 - 2:30

**Sign Up Begins at 8:30 a.m.**

**In Family Services, Room 101**

Free Consultation and Assistance with  
Family Law Matters Only  
Divorce, Custody, Visitation,  
Name Change & Modifications to existing Orders

An attorney is available to answer legal questions and assist with the completion of court forms for persons who are unrepresented.

**\*You MUST wear a MASK to be seen in person**

For further information you may call the  
Family Services Division @  
410-632-5638



# LEGAL RESOURCES

## Maryland Courts Self-Help Centers

410.260.1392

[mdcourts.gov/selfhelp](http://mdcourts.gov/selfhelp)

Monday-Friday, 8:30 AM to 8:00 PM

## Family Law Hotline

800.845.8550

Monday-Friday, 9:30 AM to 4:30 PM

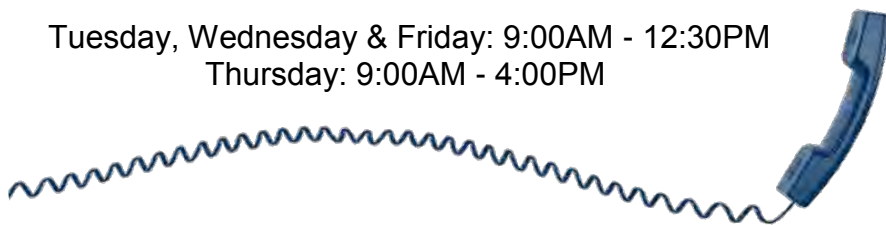
## Legal Forms Hotline

800.818.9988 (English)

877.293.2507 (Spanish)

Tuesday, Wednesday & Friday: 9:00AM - 12:30PM

Thursday: 9:00AM - 4:00PM



**These organizations may assist you with free or reduced cost legal representation:**

### Disability Rights Maryland

800.233.7201

[disabilityrightsmd.org](http://disabilityrightsmd.org)

### Legal Aid Bureau Inc.

800.444.4099

[mdlaborg](http://mdlaborg)

### Maryland Volunteer Lawyers Service, Inc.

800.510.0050

[mvslaw.org](http://mvslaw.org)

### Pro Bono Resource Center of Maryland, Inc.

800.396.1274

[probonomd.org](http://probonomd.org)

## Family Law Assistance

**Divorce • Domestic Violence  
Custody • Adoption  
Visitation • Child Support  
Guardianship • Name Change**

### Dorchester County Circuit Court

206 High Street  
Cambridge, Maryland

Mondays, Noon to 3:30 PM

410.228.1395

### Somerset County Circuit Court

11770 Somerset Avenue  
Princess Anne, Maryland

Fridays, 9 AM to Noon

410.651.4618

### Wicomico County Circuit Court

101 North Division Street  
Salisbury, Maryland

Mondays, 9 AM to Noon

410.334.3127

### Worcester County Circuit Court

1 West Market Street  
Snow Hill, Maryland

Mondays, 9:30 AM to 2:30 PM

410.632.5638