



SMALL BUSINESS RESOURCES & UPCOMING EVENTS *LAST UPDATED 2/3/2025*

February 3rd - February 7th

Tuesday 2/4

[Resume Writing in Microsoft Word](#)
3:00pm - 4:30pm

Wednesday 2/5

[Ways to Improve your Credit Score](#)
11:00am - 12:00pm

Friday 2/7

[Starting a Business -
What You Should Know](#)
9:30am - 10:30am

[Government Contracting 101](#)
10:00am - 11:00am

February 10th - February 14th

Friday 2/14

[Intro to Canva for
Small Businesses Online](#)
12:00pm - 1:00pm

If you would like to submit information regarding any resources or upcoming events hosted by your organization, please click [here](#).



Resume Writing in Microsoft Word

Date: Tuesday, February 4th at 3:00pm – 4:30pm

Location: Tech Classroom, Mezzanine Level of the Central Library, 700 Boylston St, Boston, MA 02116

[Click This Link to Register](#)

Details: This workshop will guide you through the process of selecting and customizing a professional template including one created by the Workforce Development Team. This is open to all whether you are starting fresh or refining an existing resume, this workshop will give you the tools to create a polished professional document.

Cost: Free

Ways to Improve your Credit Score

Date: Wednesday, February 5th at 11:00am – 12:00pm

Location: Virtual

[Click This Link to Register](#)

Details: This webinar will discuss how credit scores are calculated, tips to build credit, how to manage debt and reduce outstanding balances, the role of credit utilization and its impact on your score, and common mistakes to avoid.

Cost: Free

Speakers: Awilda Irizarry, Senior Business Advisor and Financial Specialist of the MSBDC Northeast Regional Office

Contact Information: Kaitlin Muldoon at kmuldoon@salemstate.edu or 978-542-7369

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Starting a Business - What You Should Know

Date: Friday, February 7th at 9:30am – 10:30am

Location: Newton Library, 330 Homer St, Newton, MA 02459

[Click This Link to Register](#)

Details: This workshop will cover the details, challenges, opportunities, and rewards for owning and operating your own business. It will discuss foundations for starting your own business, components of business ownership, what legal structure is right for you, ensuring your business, introduction to business planning and resources for getting started!

Cost: Free

Speakers: Joe Wolke, SCORE counselor

Government Contracting 101

Date: Friday, February 7th at 10:00am – 11:00am

Location: Virtual

[Click This Link to Register](#)

Details: This session will cover topics such as how to better position yourself to sell to the federal government, how the federal government purchases goods and services, and it will briefly touch on federal agency small business goals, the federal certification application process and potential benefits.

Cost: Free

Speakers: Sandra Ledbetter, Government sales advisor with the Massachusetts SBDC

Contact Information: Center for Women & Enterprise at info.centralma@cweonline.org

If you would like to submit information regarding any resources or upcoming events hosted by your organization, please click [here](#).



Intro to Canva for Small Businesses Online

Date: Friday, February 14th at 12:00pm – 1:00pm

Location: Virtual

[Click This Link to Register](#)

Details: This is a virtual introduction to Canva for small businesses. This will walk you through what Canva does, how you make an account, how to create a brand kit, digital marketing, and more!

Cost: Free

Contact Information: KBLIC at kblic@bpl.org

Community Development Corporation of South Berkshire

The CDC's Small Business Technical Assistance (SBTA) is a free program that works with local small businesses. The program's goal is to equip you with fundamental business operations knowledge and practical guidance on business growth and operations. This program is open to all small businesses in Berkshire County with fewer than 20 employees, with a special focus on under-resources communities. To learn more contact Emmalyn Gaertner at emmalyn@cdcsb.org or call 413-717-7806.

[Click This Link to Learn More](#)

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