

Imagine Your Future as an Administrative Professional!

Increase your value to potential employers and start earning more than minimum wage.

Join Humanim's Award Winning Administrative Assistant Career Training program for FREE!

Our hybrid training offers a **free** 9-week course of instruction for Harford County residents to prepare them for careers as administrative assistants. We provide expert coaching, professional development, technical training, and two nationally recognized certifications— The Microsoft Office: Outlook Specialist Certification and the Professional Administrative Certification of Excellence.

Four of the nine weeks of training are **virtual**. Have WiFi or computer needs? We got you covered! Is transportation to training a barrier? Case management support is available.

You will receive free job placement assistance and the potential to work with one of the following employers:

- ▶ Aberdeen Proving Ground Federal Credit Union
- ▶ Freedom Federal Credit Union
- ▶ Upper Chesapeake Medical Center

OTHER PARTNERS INCLUDE



This project is funded by The Dresher Foundation and community partners.

OUR IMPACT

SUCCESSFULLY TRAINED **153** PARTICIPANTS

93% EMPLOYMENT RATE AFTER COMPLETION OF TRAINING



92% EMPLOYED BY AN ANCHOR INSTITUTION EMPLOYER PARTNER

75% EARN EMPLOYMENT WITHIN AVERAGE OF 33 DAYS POST COMPLETION

\$17.06 AVERAGE WAGE

(FULL-TIME WITH BENEFITS)



Enrollment is contingent on meeting requirements. Space is limited, so apply now!



Hybrid training with virtual and face-to-face programming

SCHEDULE

DATES October 3–December 7, 2022

TIMES Monday–Friday, 9^{am} –3^{pm}

LOCATION Epicenter at Aberdeen
21 Aberdeen Shopping Plaza
Aberdeen, MD 21001

ARE YOU READY TO ENROLL?

We want to meet you! To Apply:

CONTACT

PHONE 410.381.7171

EMAIL career-training@humanim.org

WEBSITE www.humanim.org

CASE MANAGER:

Ricky Silva, 443.794.1196

