



1 Imagine Yourself as an Administrative Professional

2 Apply for Humanim's Free, Award-Winning Administrative Assistant Career Training

- Eligibility Requirements:
- ▶ Preferred age 18–45
 - ▶ Some computer knowledge

3 Participate in Nine Weeks of Instruction

- Earn two nationally-recognized certifications:
- ▶ The Microsoft Office: Outlook Specialist Certification
 - ▶ Professional Administrative Certification of Excellence

4 Begin Your New Career in a Job Making More Than Minimum Wage

Your future awaits! We provide support every step of the way, including job placement assistance with anchor employer partners.

WHY HUMANIM?

170 SUCCESSFULLY TRAINED PARTICIPANTS



92%
EMPLOYMENT RATE AFTER COMPLETION OF TRAINING



\$18.18 AVERAGE WAGE FULL-TIME WITH BENEFITS

Training begins March 6–May 5, 2023. **Seats are limited. Apply no later than February 20!**