

# 1 Imagine Yourself as an Administrative Professional

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

Eligibility Requirements:

- ▶ Minimum High School Diploma or GED
- ▶ Preferred age 18–40
- ▶ Take an assessment (8<sup>th</sup> grade level math and 10<sup>th</sup> grade level reading required)
- ▶ Ability to pass drug test and background check

## 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.

Contact Case Manager Ricky Silva, 443.794.1196

### WHY HUMANIM?

**170** SUCCESSFULLY  
TRAINED PARTICIPANTS



**92%**  
EMPLOYMENT RATE  
AFTER COMPLETION  
OF TRAINING



**\$18.18** AVERAGE WAGE  
FULL-TIME WITH BENEFITS

Training begins at the UMB Community Engagement Center from Mar. 13–May 12, 2023  
Seats are limited. Apply no later than March 3!