

# 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 (Level required in Math 8th grade/ Reading 10th grade)
- ▶ 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?

**183** SUCCESSFULLY TRAINED PARTICIPANTS



**89%** EMPLOYMENT RATE AFTER COMPLETION OF TRAINING



**\$18.78** AVERAGE WAGE FULL-TIME WITH BENEFITS

Training begins at the UMB Community Engagement Center from September 18–November 17, 2023.  
Seats are limited. Apply no later than September 8!