



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

3 Participate in Four Weeks of Instruction

Earn a nationally-recognized certification:

- ▶ The Microsoft Office: Outlook Specialist Certification

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 February 5 – March 1, 2024.
Seats are limited! Apply now.