

# Train for a Career as an Administrative Professional

## FREE 9-WEEK JOB TRAINING PROGRAM

Learn the skills needed to be a successful Administrative Professional. Prepare for roles such as: Executive Assistant, Office Manager, Project Administrator, Office Coordinator, Administrative Assistant and more.

### Program includes:

- Clerical Skills Training
- Professional (Soft) Skills Training
- Computer Training
- Job Search & Preparation
- Individual Career Counseling



610-435-0680 x 810 or [jgaleano@TheLiteracyCenter-LV.org](mailto:jgaleano@TheLiteracyCenter-LV.org)



**April 14 through June 13**  
**Mondays through Fridays**  
**9:00AM - 2:30PM**  
**DeSales University**  
**932 Hamilton St, Allentown**

To register scan the QR code or visit our website at [www.TheLiteracyCenter-LV.org](http://www.TheLiteracyCenter-LV.org)

For more information contact Jenifer at: