



*Office Professional*  
*THE Workshop to a New You!*



***Earn your scholarship | Only 5 openings***

***Enroll now to become an Office Professional  
and begin assisting others today!***

The **Fifth Ward Community Redevelopment Corporation** is offering a **FREE WORKSHOP** to individuals with the desire to become an Office Professional.

Classes will be held Tuesday, Wednesday and Thursday

1 pm – 4 pm

Neighborhood Resource Center

Computer Lab

815 Crosby

Houston, TX 77019

Come join us to learn:

- Scheduling – *maintain appointment calendar(s) and conference room(s) scheduling.*
- Daily operations – *what happens from 8 to 5? And where do I fit in?*
- Facilities management – *maintaining the office building... why did she tell me the light is out?*
- Travel arrangements, – hotel, rental car reservations, corporate housing, special functions and corporate meetings. *What to do when the Boss needs to travel.*
- Filing – creating, organizing & maintaining master & electronic filing systems.
- General Accounting Terms – accounts receivables and payables, expense reporting.
- Distribution – mail, contracts, drawings... *where do these types of documents go?*
- Correspondence – e-mail and daily correspondence... *who gets what?*
- Shipping and receiving, FedEx, UPS, etc. *How do I fill these out?*
- Multi-tasking – *work independently while handling multiple tasks.*
- Oral, written and organizational skills.



Contact us today to confirm your registration:

**713.447.2944 – Elaine Harrison, ASSG**

**elaine@adminsupportgrp.com**

**713.674.0175, ext:19 – Kim, Fifth Ward CRC**

**kdawson@fifthwardcrc.org**

**or Hector Garcia at 713.260.0721 for more information**



Presented and instructed by **Administrative Support Solutions Group**  
<http://adminsupportgrp.com>