TRAINING DESCRIPTION:
**Office Careers/QuickBooks™ Training**
Developed in response to local demand for professional office staff, this training includes computer training, data entry, problem solving, customer service and workplace communication.

**CLASSES COMPLETED:**
- Parenting
- Budgeting
- Microsoft Office
- Conflict Resolution
- Financial Reports
- Workplace Communication
- Accounts Payable
- Interviewing

**POTENTIAL EMPLOYERS:**
Participants are interviewing with local Laramie businesses including the University of Wyoming-Residence Life and Dining, and Mountain West Farm Bureau.

**Thoughts from a Graduate . . .**
“First off, let me say that CLIMB is the real deal. It is not too good to be true.

They really do help single moms and they give a whole lot of support and then you get to give the support to other moms as well.

From my experience, I can honestly say that coming to CLIMB and taking that huge step and having the courage to do so has been one of the best decisions I have ever made.

It has been amazing and even life changing for me.”

-- Odessa, Laramie Graduate

“These women never gave up on themselves or on each other. They have found their voices together and are so ready to find success at work!”

— Katie Hogarty, Laramie Program Director