

# Certificate of Completion

This Certificate is presented to

**Alexis Garcia**



## Business Communication Simternship®

Completed on: **April 14, 2025**

This certificate signifies experience:

- Identified references and crafted messages
- Created resumes and cover messages
- Created post-interview messages
- Conducted peer and self review
- Dissected job opportunities
- Participated in employee interviews
- Explored professionalism and communication best practices
- Responded to questions about business communication