**MICHAEL O. SMITH**
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**EDUCATION**

George Washington High School, Salt Lake City, Utah
Diploma 2013, GPA: 3.5
Key Club Member • Student Body Treasurer • Yearbook Staff

**INDUSTRY CERTIFICATIONS**

Microsoft Office Specialist Certification, Word 2010 – May 2011
Microsoft Office Specialist Certification, Excel 2010 – May 2011
Microsoft Office Specialist Certification, PowerPoint 2010 – May 2012
Microsoft Office Specialist Certification, Outlook 2010 – May 2012

Adobe Certified Associate Certification, Photoshop Creative Suite 5 – December 2012

Adobe Certified Associate Certification, Illustrator Creative Suite 5 – December 2012

Internet and Computing Core Certification (Computer and Digital Literacy) – May 2010

**ACHIEVEMENTS**
• National Honor Society: 2011, 2012
• Honor Roll: 2011, 2012
• Varsity Football Letterman: 2012

**COMPUTER SKILLS**
• Proficient in Microsoft Word, Excel, PowerPoint and Outlook
• Windows 7

**WORK EXPERIENCE**

Cashier, The Home and Office Depot
June 2011 – Present (part-time during school, full-time in the summer)
• Operated computerized cash register system • Assisted with stocking and security
• Customer service • Reconciled personal cash and receipts daily