**MICHAEL O. SMITH**  
123 Main Street, Salt Lake City, UT 84107  
Phone: 888-222-1234  
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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