

148 Cotton Creek Drive
Morrow, GA 30258
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TINA SMITH

OBJECTIVE

To obtain the position posted for general office duties by utilizing my experience in Microsoft Word, Excel, Outlook, and PowerPoint to add value to the company.

EDUCATION

Henry County High

McDonough, GA 30252

Seeking College Prep

Degree Anticipated: Expected Graduation date 2010

GPA 3.5

RELATED EXPERIENCE

Future Business Leaders of America

McDonough, GA

2007-present

Club Member

- Able to work effectively in team setting
- Efficient in Microsoft Word, PowerPoint, Excel, and Outlook
- Able to give oral and written presentations

National Beta Club

McDonough, GA

2007-present

Club Member

- Took character education lessons
- Developed leadership skills

AWARDS

- | | |
|--|------|
| ▪ Best Speaker at 2008 FBLA Conference | 2008 |
| Beta Club Leadership Award | 2009 |

SPECIAL SKILLS

Computer Skills

- Type 45 wpm
- Microsoft Office 2003 and 2007
- Microsoft Word, PowerPoint, Excel, and Outlook

Other Skills

- Team Player
- Good Communication Skills

REFERENCES

- Available upon request