

## SCANNABLE RÉSUMÉ

Dennis Tyler Jr.

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Keywords: journalist; journal editor; literary publishing; finance; community development; design; leadership; newspaper writer; PageMaker; Spanish; editor-in-chief

### Education

BA in English and American Studies, June 2004, Stanford University, Stanford, CA  
Morehouse College Study Exchange, fall 2002, Atlanta, GA

### Experience

Business Scholar Intern, fall 2003  
Finance, AOL TimeWarner, New York, NY  
Data analyst for strategic marketing plans. Researcher for the mergers and acquisitions of companies to which Time Inc. sells advertising.

Editor-in-Chief, 2002–2003, Enigma (a literary journal), Stanford University, CA  
Oversaw the entire process of Enigma. Editor for numerous works: short stories, poems, essays, and interviews. Content selection for the journal. Cover design and publicity to the greater community.

### Community Development Intern, fall 2002

University Center Development Corporation (UCDC), Atlanta, GA  
Workshops on the importance of home buying and neighborhood preservation.  
Publication responsibility for UCDC brochure and the center's newsletter.

### News Editor, summer 2002, Stanford Daily, Stanford University, CA

Story editor for the newspaper. Layout and cover design for the newspaper.

### Skills and Honors

Computer skills: MS Word, Excel, PageMaker, Microsoft Publisher; Internet research  
Language: Proficient in Spanish  
Trained presenter, researcher, actor, singer  
Mellon Fellow, Gates Millennium Scholar, Public Service Scholar, National Collegiate Scholar  
Black Community Service Arts Award, 2003–2004

### References

Available upon request

Each phone number or email address on a separate line

Standard typeface (Times Roman) and type size used

Keywords listed to aid in computer searches by employers

No underlining, italics, boxes, borders, or columns

White space used to mark off sections

Verbs converted to nouns wherever possible

Keywords used in body of résumé wherever possible