

Tyler R. Hayes
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Education

1999-2003	University of California, Santa Cruz Graduated with Honors.	B.A., Literature
2003-2007	San Francisco State University	M.A., English Literature

Skills

- Typing speed: 94 WPM
- Excellent verbal and written communication skills
- Extensive experience with developmental editing, copyediting, and proofreading
- Working knowledge of the Associated Press, MLA, and Chicago Style Manuals
- Retail shift management experience
- Familiarity with the following software: Microsoft Windows, Mac OS, Dreamweaver, PageMaker, Photoshop, PaintShop Pro, Microsoft Office Suite
- HTML and CSS coding experience

Work Experience

August 2007 – Current *Acxiom Corporation* *Proofreader*
Check direct marketing campaigns and client web sites for correct spelling and grammar, incorrect coding, and other assorted errors; work with programmers on correcting errors, and work with department managers to address recurring errors and refine the proofreading process.

September 2005 – June 2007 *Cody's Books* *Senior Bookseller*
Performed management and customer service duties in a busy retail environment. Created schedules, assisted in employee conflict resolution, performed opening and closing duties and supervised other employees on shift. Maintained floor stock and assisted customers in locating stock and placing special orders.

June 2003 - June 2004 *AppleOne, Inc.* *Office Temp*
Worked in a variety of office environments providing short term temporary assistance, including clerical and administrative duties.

May 1999 - January 2005 *KOZT Radio* *Voice-over Talent/Editor*
Recorded radio commercials and promotional announcements, and edited advertising copy for use on the air. Clientele have included a Dodge/Jeep dealership; an office products retailer; and an equipment rentals depot.

Writing & Editing Experience

Editor – *A Year And A Day* – Premium Press America, 2006
Editor – *Seven Times A Woman* – Premium Press America, Publication Date Pending
Editor and Copywriter – maskphoto.com
Author – "Live From The Serpent Room" – The Edge of Propinquity, 2007
Author – "And She Walked" – Anotherrealm, 2006
Author – *Raping Calliope* – Quantum Muse, 2004

Accomplishments

- Winner of the Cantus Foundation Scholarship and the Jenny Gealey Memorial Writer's Scholarship
- Academic Works selected for presentation at the 2003 UCSC Undergraduate Literature Symposium