Kyle Pollard

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https://offworlders.com and https://kylepollard.com

Summary

I am a highly ambitious individual with an extensive background in editing, blogging and information technology. With my Master of Arts degree in English and over six years' experience writing and editing, my skills will have an immediate impact in any publishing arena.

Skills

- Self-motivated writer and editor
- Strong verbal communication
- AP Style experienced
- Search Engine Optimization
- Experienced with deadlines
- Chicago Manual of Style
- Interpersonal diplomacy
- Google analytics

Interests

My qualifications include blogging, copy editing, social networking, and managing quality websites. Organized multi-tasker experienced with search engine optimization and website best practices. Over ten years' experience editing digital images.

Work History

Publisher/Blogger
Offworlders.com – Lone Tree, Colorado

- Publish and edit science fiction themed website offworlders.com.
- Write articles, layout and format pages, and manage all aspects of social media.
- Maintain email marketing system using MailChimp integrated into the website.
- Analyze site usage and traffic patterns to spot trends and increase traffic using Google Analytics.
- Utilize WordPress CMS to manage and publish sci-fi related material.
- Manage WordPress software updates and backups.

Circulation Department
Douglas County Library – Parker, Colorado

- Highly valued team member in a large group dynamic.
- Provide a pleasant patron experience through excellent customer service.
- Maintain productive working relationships with staff and customers.

Computer Consultant/Website Management
Process Computer Services – Lone Tree, Colorado

- Specialized in online document management, remote backup, and selling web hosting.
- Managed all aspects of the company website and social-networking profiles.
- Troubleshoot and repair computer systems.
- Remote support of customers to assist with software issues.

Network Engineer
Uncommon Solutions, Inc. – Centennial, Colorado

- IT Procurement for Clarion Mortgage Capital: In charge of purchasing computer hardware and software for a medium sized mortgage company.
- Responsible for network administration and computer security. Tasked with monitoring and maintaining servers and workstations. Also assisted with website updates for Catalyst Lending.
- Direct end-user support: Assisted users with technical issues and training on a daily basis, plus managed data and reports.
- In charge of staff technical assistance, troubleshooting network connectivity issues, and installing and maintaining workstation operating systems for Clarion Mortgage Capital.

Editorial Assistant and Desktop Publisher
Continuing Legal Education in Colorado, Inc. – Denver, Colorado

- Produced promotional materials in support of seminars.
- Proofreading and editing under tight deadline conditions.
- Performed editorial functions and assisted with the preparation of course materials.
- Editorial assistant on Colorado Bar Association legal publications.

Education

Master of Arts: English
Colorado State University
Fort Collins, CO

Bachelor of Arts: English
Colorado State University
Fort Collins, CO

Additional Information

I am a dedicated, loyal and independent thinker. I do "sweat the details" and "desire the challenge of a new puzzle every day." I strive for quality and accuracy in everything I do.