

# Kyle Fleck

## *Employment History*

- Robert Weiner Associates/Solutions for Change Foundation – Policy Analyst (January 2018 – Present)

Research and develop original, breaking news stories for publication in newspapers around the country. Assist in writing, reporting, and contacting editorial page staff to ensure high publication rates.

- Various Non-Profits – Freelance Consultant (June 2016 – Present)

Develop and maintain web presence and social media accounts for a variety of non-profits and private consultancies, focused on the areas of affordable housing, tenant's rights, and public policy, the primary one being the Washington Association of Mobile Home Owner (AMHO). In addition, I helped maintain a donor database and sat on the board for the Seattle Displacement Coalition, and pitched/wrote stories for the Seattle street paper *Real Change*.

- Silver Bay Seafoods – Processor (April 2017 – May 2017)

Processed herring in an extremely work-intensive environment at a plant in Alaska. Tasks included panning, organizing and racking fish, assisting in production and cleanup, and transporting product around the plant.

- UPS – Driver Helper (Seasonally from December 2004 - January 2017)

Assisted with package delivery during the busy holiday season in a variety of commercial/residential neighborhoods.

- *The Stranger* – Music Calendar Editor (May 2013 – February 2016)

This position, at a nationally-recognized alternative weekly newspaper, included responsibilities such as: reviewing festivals/shows/albums for the music department, writing blog posts, maintaining the most comprehensive music calendar in Seattle, interviewing artists, collaborating with every department at the paper (production, editorial, advertising), editing the print calendar, and helping craft our quarterly “arts and performance” special issue. The work required strict adherence to deadlines, meticulous attention to detail, the ability

to work and communicate with a diverse roster of clientele and colleagues, and the ability to self-direct and manage time effectively.

- UPS – Package Loader / Safety Lead (May 2013 – April 2015)

Worked a twilight shift loading, unloading, and sorting thousands of packages a night in a fast-paced, efficiency-driven delivery hub. I was also a leader within the Safety Committee, which required training new employees in safe work methods, auditing the equipment and supplies around the UPS hub facility, and communicating concerns and developing solutions with management.

- Madison Park Bakery – Assistant Manager (August 2011 – August 2012)

Assisted clients ordering decorative wedding and birthday cakes, took orders, and helped customers “in-shop.” Was responsible for tipping out employees and depositing money in the safe at the end of the night.

### *Other Skills*

Proficient with MS Office Suite, GoogleDocs, HTML, POS, web design, Slack, database management, search engine optimization; prodigious knowledge of AP style and copy editing, as well as social media management and blog services

### *Education*

Graduated from Fairhaven College at WWU in December of 2010

Title of Degree: “Political Journalism through Creative Writing” - GPA 3.3

### *Work References*

Robert Weiner, Head of Robert Weiner Associates – 202 – 306 – 1200

Sean Nelson, Arts & Music Editor at *The Stranger* – 206 – 605 – 8204

Eric Crisanto, Driver Supervisor at UPS – 206 – 915 – 4660