



ZACHARY KAI

Digital & Creative Generalist

CONTACT

- 📍 AU Citizen (Remote Worker)
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SKILLS

- Publishing, Formatting, Editing
- Research & Organization
- Writing: Fiction & Non-Fiction
- Digital Marketing
- Email, SEO, Social Media
- Creative, Curious, Proactive
- English, Spanish
- Design, UX, UI
- CSS, HTML, Markdown, XML
- Low-Code Automation

QUALIFICATIONS

LEARN ACCESSIBILITY + HTML
web.dev | Apr 2025

RESPONSIVE WEB DESIGN
freeCodeCamp | Apr 2025

WORKING WITH CHILDREN
Australia/Volunteer | Dec 2024

TESTIMONIALS

"Zachary collaborated extremely well with his team, communicating effectively and showing initiative when required to make quick decisions. He follows instructions with accuracy and asks questions to clarify his understanding. Zachary shows enthusiasm for the work he does and completes task with care and precision."

— **Brendan Alderton**, theatre director.

"The online worldbuilding workshop led by Zach for our youth online writing group was engaging. Zach provided fun exercises and prompts for our participants to craft richer fictional worlds."

— **Nevo Zisin**, writer, speaker, community organizer and **Alison Evans**, writer, bookseller.

ABOUT ME

I've gained countless skills through experience, self-directed learning, and volunteering. I'm passionate about using tech to solve problems, and am always creative and detail-oriented.

EXPERIENCE

WORK

Digital Operations Specialist | (Jun 2023 - Present) *Freelance*

- Writing SEO-optimized articles, creating SEO-informed site structures, extracting key insights for an e-book/report/post.

Founder | Lunaseeker Press (Jan 2020-Present) *Side Project*

- Editing, marketing, and publishing, books, short stories, and zines.

Owner & Operator | Road Less Read (Jan 2019-Present) *Side Project*

- Writing book recs and resources and running its website.

Partner | Family Business (Aug 2019-Mar 2025) *Full Time*

- Managed daily operations + digital marketing: created and edited 400+ articles and marketing materials, managed social media, email campaigns, and SEO optimization.

VOLUNTEERING

- **Jan 2025-Present:** *IndieWeb*: wiki editor.
- **Jan-Apr 2025:** *Blak & Bright*: data entry assistant.
- **Feb 2024:** *Electric Light Theatre*: stagehand and costumes assistant.
- **Jan 2024:** *Hansel & Gretel Pantomime*: microphone manager.
- **Apr-May 2021:** *Puffs Jr*: stagehand.
- **Oct 2019:** *Worldschooling Conference*: kids camp assistant.
- **Apr 2019:** *Worldschooling Conference*: kids camp assistant.
- **Sep 2018:** *Les Misérables*: stagehand.
- **Feb-May 2018:** *Peter Pan Jr*: props, mic manager, stagehand.
- **Dec 2017-Jan 2018:** *Beauty & The Beast Pantomime*: stagehand.

PROJECTS

- **Articles:** Two SEO articles for an outlet, and 23 for [Road Less Read](#).
- **Bookmarklets:** Useful [Javascript snippets](#) to run in your browser.
- **Creative Works:** I've made [art](#): collages, digital, drawings, gods eyes, [books](#), [newsletters](#), participated in [IndieWeb Carnivals](#), [photos](#), [short stories](#), [web directories](#), written for [outlets](#), and [zines](#).

WORKSHOPS

- **Jun 2023:** Worldbuilding: online Australian teen writing group.
- **Sep-Nov 2019:** Writing: homeschooled teens in Andalusia, Spain.
- **Sep-Nov 2019:** Drawing: homeschooled teens in Andalusia, Spain.