





EBONY POLLARD

*Creative Freelance Writer & Virtual
Administrative Assistant*

Contact

 ebonypollardworks@gmail.com

 ebonypollard.com

Education

Bachelor of Arts

Creative Writing & English

Southern New Hampshire
University

2024-2026

Expertise

Freelance Writing

Content Writing

Strategy

Language

English

Summary

Freelance writer + virtual admin = a creative partner in words and workflows. I help businesses tell their stories through engaging content and keep things organized with reliable support.

Experience

2025

Ebony Pollard Coaching and Consulting, LLC d/b/a Ebony Pollard Creative Services

Creative Freelance Writing & Virtual Administrative Assistance

As a freelance writer, I create blog posts, website copy, newsletters, and marketing materials tailored to each client's voice and goals. I specialize in transforming complex ideas into clear, engaging content that connects with audiences and strengthens brand identity. In addition to writing, I provide virtual administrative support—including scheduling, email management, document preparation, and project coordination—to help clients stay organized and focused. This blend of creative and administrative expertise allows me to deliver both polished content and reliable behind-the-scenes support.

2016

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2025

Ebony Pollard Coaching and Consulting, LLC

Virtual Administrative Assistant

In my work as a virtual administrative assistant, I supported entrepreneurs and small business owners by handling day-to-day operations with efficiency and discretion. I managed client communications, coordinated calendars, organized digital files, and created systems that improved productivity. I also assisted with research, data entry, and basic bookkeeping tasks, ensuring accuracy and attention to detail. My role allowed clients to delegate confidently and focus their energy on growth.