

# Sofia Anders

Junior Community Manager

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## ## Summary

Motivated and people-oriented aspiring Community Manager with a passion for online engagement, social platforms, and fostering inclusive digital communities. Eager to support community growth, moderation, and communication strategies in dynamic organizations.

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## ## Skills

- **Soft Skills:** Empathy, clear communication, conflict resolution
- **Platforms:** Discord, Telegram, Twitter, Reddit
- **Tools:** Notion, Canva, Hootsuite, Google Docs
- **Languages:** English (fluent), Dutch (intermediate)

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## ## Experience

### Volunteer Moderator @ **Local Amsterdam Creators Discord**

\*Remote – Jan 2024 to Present\*

- Welcomed new members and answered community questions
- Helped organize weekly online events and giveaways
- Maintained a safe and friendly environment by enforcing guidelines

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### Content Intern @ **CultureNext Blog**

\*Amsterdam – Sept 2023 to Dec 2023\*

- Wrote short posts and curated memes for social media
- Interacted with followers and responded to comments
- Tracked engagement metrics to support content planning

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## ## Education

**BA Communication and Media**

University of Amsterdam • 2020 – 2023

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## ## Projects

- \*\*Launched a personal Telegram channel\*\* on book recommendations (400+ members)
- \*\*Managed Instagram for student film festival\*\* with 1,000+ followers

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## ## Certifications

- Community Management Fundamentals – CMX Academy
- Social Media Marketing – Google Digital Garage

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