

Sofia Anders

Junior Community Manager

📍 Amsterdam, NL • ✉️ sofia@example.com • ☎️ +31 6 98765432 • 🔗
linkedin.com/in/sofiaanders

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.

Skills

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

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

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

Education

BA Communication and Media

University of Amsterdam • 2020 – 2023

Projects

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

Certifications

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