

Sophie Weir

Editorial Assistant | American History & Film & TV Studies Graduate

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Profile

Editorial assistant and creative storyteller with experience across features, interviews, and branded content. Skilled in content creation, CMS publishing, and editorial planning, with a BA in American Studies and Film & Television. Highly adaptable, managing content for seven different trade publications across diverse industries. I bring sharp editorial instincts, creative flair, and proven organisational skills to every project.

Core Skills

Editorial & Content Skills:

- Editorial writing: features, interviews, reviews, and press copy
- Commissioning & editing contributor pieces
- Stakeholder & PR liaison; client and contributor relationships
- Editorial planning & scheduling

Technical & Organisational Skills:

- CMS publishing & WordPress management
- VSCO: content creation & editing
- Excel proficiency: scheduling, spreadsheets, deadline tracking
- Multi-publication management: 7 B2B titles across varied industries
- Organisation & deadline delivery across concurrent projects

Education

University of Nottingham | BA (Hons) American Studies & Film and Television Studies | 2020 – 2023 | 2:1

- First-class dissertation on mo lei tau comedy in Hong Kong cinema — demonstrating advanced research, cross-cultural analysis, and clear communication of complex ideas.

The Sixth Form College Farnborough | 2017 – 2019

A-Levels: Media Studies (A), English Literature (A), History (B)

The Winston Churchill School | 2012 – 2017

11 GCSEs including English Literature (9), History (A*), Media Studies (A*)

Professional Experience

Editorial Assistant | Lapthorn Media, Ramsgate

Aug 2024 – Present

- Lead editorial content across seven B2B publications, including Construction UK Magazine, Luxury Hospitality Magazine, Restaurant Industry News, Manufacturing & Production Engineering Magazine, Architect Projects, Food & Drink Manufacturing UK, and Builder Magazine UK.
- Commission, edit, and publish features, interviews, and Q&As.
- Build relationships with PR agencies, contributors, and event organisers.
- Manage websites via CMS, ensuring timely and accurate uploads.
- Plan content calendars and coordinate deadlines across multiple sectors.

Founder | Independent Fashion Resale Business (Depop)

2015 – 2022

- Founded and scaled a fashion resale brand with 15,000+ followers and 4,500+ sales.
- Produced engaging visual content using VSCO to market items.
- Developed a consistent brand tone and identity across listings.
- Achieved a consistent 5-star customer rating, reflecting excellent service.

Content Contributor | BBC School Report

Mar 2016

- Wrote and published an independent news story for a national student journalism project.
- Developed concise, engaging copy tailored to a youth audience.

Additional Roles & Events Experience (2016–2024)

- Waitress & Barista – The Waiting Room (2023–2024)
- Receptionist & Event Host – Blanco Hostel, Thailand (2024)
- Wristbanding Staff – Reading Festival (2023)
- Lost Property Assistant – Creamfields Festival (2022)
- Box Office Manager – Festival Nottingham (2021–2023)
- Warehouse Operative – Mach Recruitment (2021)
- Supervisor – Zizzi (2019–2020)
- Weekend Sales Assistant – Ella Rose Boutique (2016–2019)

Additional Interests & Projects

- PADI Open Water Scuba Certification (Thailand, 2024)
- Radio Host – Radio Woking (2013–2016), co-hosted a youth radio show with original content.

- Leadership & Volunteering: English Literature Prefect, Anti-Bullying Committee, Sports Representative, Duke of Edinburgh Bronze Award.
- Extensive travel across Southeast Asia (Thailand, Vietnam, Cambodia, Laos, Indonesia) — developing adaptability, independence, and global communication skills.

References

Available upon request