**SOPHIE WEIR**  
Sandwich, Kent  
07710 585086 • sophie1.weir@btinternet.com  
*Passionate storyteller | Editorial Assistant | Media & Culture Enthusiast*

**PERSONAL PROFILE**

I’m a naturally curious and people-focused editorial professional with a passion for storytelling, culture, and content creation. With a BA in American Studies and Film & Television from the University of Nottingham, I’ve developed strong editorial instincts, a critical eye, and a love for connecting with readers — whether through interviews, features, reviews, or media partnerships.

Currently working as an Editorial Assistant at Lapthorn Media, I manage content across multiple publications, contributing to feature planning, interviews, web content, and social media. Alongside this, I’ve built valuable experience in hospitality, events, travel, and e-commerce — all of which have shaped me into a thoughtful collaborator, confident communicator, and highly organised creative.

Whether I’m interviewing an industry expert, researching a story, or coordinating a publishing schedule, I bring energy, care, and a strong sense of purpose to every project I work on.

**EDUCATION**

**University of Nottingham**  
*BA (Hons) American Studies & Film and Television Studies*  
*October 2020 – June 2023*

* Achieved 2:1 overall
* First-class dissertation on *mo lei tau* comedy in Hong Kong cinema, exploring humour across cultures

**The Sixth Form College Farnborough**  
*September 2017 – July 2019*

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

**The Winston Churchill School**  
*September 2012 – June 2017*

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

**EDITORIAL & MEDIA EXPERIENCE**

**Editorial Assistant**  
*Lapthorn Media – Ramsgate*  
*August 2024 – Present*

* Manage editorial output across multiple B2B publications including *Construction UK*, *Luxury Hospitality Magazine*, and *Food & Drink Manufacturing UK*
* Write features, conduct interviews, and contribute Q&As and editorial reviews
* Build relationships with PR agencies, event organisers, and contributors
* Maintain websites, upload content, and align copy with SEO best practices
* Plan and post social media content (primarily LinkedIn) to promote key features and industry trends

**Freelance E-commerce Seller**  
*Depop*  
*2015 – Present*

* Built and managed a fashion resale brand, achieving over 4,500 sales and 15,000+ followers
* Created engaging listings using Adobe Pro and VSCO, and developed brand tone and identity
* Provided excellent customer service with a consistent 5-star rating

**Content Contributor**  
*BBC School Report*  
*March 2016*

* Wrote and published an independent news story as part of a national student journalism project
* Developed concise, engaging copy for a young audience

**ADDITIONAL EXPERIENCE**

**Waitress & Barista**  
*The Waiting Room – Sandwich*  
*Aug–Nov 2023, Jun–Sep 2024*

* Delivered high-quality service in a fast-paced café environment
* Balanced speed, attention to detail, and warm interpersonal communication

**Travel Career Break – Southeast Asia**  
*November 2023 – June 2024*

* Travelled across Thailand, Vietnam, Cambodia, Laos, and Indonesia
* Gained global communication skills, adaptability, and confidence managing travel logistics independently

**Receptionist & Event Host**  
*Blanco Hostel – Koh Lanta, Thailand*  
*January – February 2024*

* Managed front desk duties, guest communications, and organised events
* Collaborated with international staff to enhance guest experience

**Box Office Manager & Event Staff**  
*Festivall – Nottingham*  
*Seasonal: Nov 2021 – Jan 2023*

* Managed ticket sales and capacity, resolved customer issues, liaised with production teams

**Other Roles**

* *Lost Property Assistant – Creamfields, Manchester (2022)*
* *Wristbanding Staff – Reading Festival (2023)*
* *Supervisor – Zizzi, Woking (2019–2020)*
* *Weekend Sales Assistant – Ella Rose Boutique (2016–2019)*
* *Warehouse Operative – Mach Recruitment, Derby (2021)*

**EXTRA-CURRICULAR & PROJECTS**

**PADI Open Water Scuba Certification**

* Completed in Thailand; planning to pursue Advanced certification

**Radio Host – Radio Woking**  
*2013 – 2016*

* Co-hosted a youth radio show; created original segments and promoted via social media

**Leadership & Volunteering**

* *English Literature Prefect* – Represented the department at events, supported student engagement
* *Anti-Bullying Committee* – Presented assemblies and contributed to inclusive school initiatives
* *Sports Representative* – Organised and participated in school sport events
* *Duke of Edinburgh Bronze Award* – Volunteered at local Brownies and submitted weekly creative writing for assessment

**KEY SKILLS**

* Editorial writing: features, interviews, reviews, and marketing content
* Digital tools: Adobe Pro, VSCO, CMS platforms (WordPress), LinkedIn content planning
* Communication: professional writing, stakeholder liaison, customer service
* Organisation: editorial planning, multitasking, and deadline management
* Media analysis: research and evaluation of film and television texts
* Cross-cultural awareness: developed through extensive travel and global collaboration

**REFERENCES**

Available upon request