

Sophie Baker

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EDUCATION

New York University · New York, NY
Summer Publishing Institute

June 2025

College of Charleston · Charleston, SC
Bachelor's of English

August 2022 - May 2025
GPA: 3.8

- Major in Writing, Rhetoric, and Publication
 - Minor in Creative Writing
 - President's List 2023 and 2024
 - Represented English Department at Majors and Minors Fair 2024
 - Relevant Coursework: Literary Magazines, Publishing, and Editing, Writing and Literacy, Advanced Writing, Fiction and Poetry Writing, Usability and Document Design
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KEY COMPETENCIES

SEO Experience

Copyediting and Proofreading

Strong Interpersonal Skills

Digital Editing

Microsoft Office Mastery

Proactive and Self-Motivated

WordPress Knowledge

Google Docs Mastery

Exceptional Organizational skills

Magazine and Blog Writing

Adobe Experience

Strong Communication Skills

PROFESSIONAL EXPERIENCE

Trio House Press

December 2024 - Present

Substack Editor and Submission Reader

- Read and evaluate 2-3 poetry or nonfiction manuscripts per week and provide detailed and intentional feedback to supervisors to ease the process of selecting potential authors.
- Develop and implement content strategies to grow readership, increase subscriber engagement, and drive Substack performance.
- Manage contributor schedules and expectations to ensure Substack articles get submitted in a timely manner and are optimized for consistency, grammar, and readability.

The Local Palate · Charleston, SC

May 2024 - August 2024

Digital Editing Intern

- Converted 2-3 print articles per day into an online media format with audio players, external links, and featured images to create an accessible and pleasing reading experience for viewers.
 - Wrote themed blog and digital magazine content to advertise products, restaurants, and cities sponsored by The Local Palate.
 - Edited and proofread article drafts by checking for grammar and spelling mistakes, adjusting sentence structure, and fact checking information provided in the copy.
 - Utilized SEO practices to attract new readers and cultivate pre-existing audience engagement.
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LEADERSHIP

Kappa Alpha Theta · Charleston, SC

January 2024 - December 2024

New Member Director

- Responsible for educating, managing, and communicating with 100+ new members to ensure a seamless and impactful membership onboarding process.
- Communicated with peers and professionals to plan various events such as Bid Day, Big Little Reveal, and Initiation to make new members feel welcome, excited, and involved in the chapter.