



SB

# Sophia Boyce

## Editor & Designer

### Skills

\*Fully proficient in Adobe Indesign & Audition, Chicago Manual Style & AP Style  
\*Knowledgeable of Photoshop, Illustrator, Wordpress & Microsoft Office Suite, HTML, and Website Design/Upkeep  
\*Completed industry grade classes in Copyediting, Book Editing, Print Design, & Digital Publishing

### Education

#### Undergraduate

Emerson College BA Writing, Literature, and Publishing  
Graduation Year: 2024  
GPA: 3.88/4.00  
Dean's Honor List from fall 2020 to present

#### Graduate

Emerson College MA Publishing  
Graduation Year: 2025

#### Publications:

##### YourMag

Assistant Copychief

##### Pub Club

Head Copyeditor  
Design Team

##### Concrete Literary Magazine

Assistant Designer

### Other

#### Northwestern University Medill Journalism Cherub Summer

Evantston, IL 2019

\*Selected as one of eighty students out of thousands to participate in a five week journalism intensive program.  
\*Worked with editors from Bloomberg and People  
\*Did journalism related work from 9 a.m. until 9 p.m.

### Work Experience

#### Wunderkind PR, Publicity Intern New York, NY 2024

- \*Created Press Releases
- \*Created Media Lists & Roundups
- \*Wrote and Sent Pitches
- \*Booked international and national press
- \*Conducted Q&A's with Authors
- \*Created Social Media Posts

#### Emerson College, Front Desk Assistant Boston, MA 2023

WLP Front Desk Assistant:  
\*Managed Writing, Literature, and Publishing department affairs  
\*Designed guides & social media posts  
\*Assist students & faculty

#### CambridgeEditors, Intern Boston, MA 2022

Direct Assistant to the founder:  
\*Update client sheets  
\*Create client proposals  
\*Make social media posts  
\*Email & call clients  
\*Copyedit & proofread work

#### Northern Express Newsmagazine, Intern Traverse City, MI 2020

- \*Direct assistant to the Editor-in-Chief
- \*Proofread articles & letters to the editor
- \*Uploaded articles & images to their website and ensured they were published on time
- \*Conducted interviews
- \*Wrote food reviews

#### Black & Gold Quarterly, Editor, EIC Traverse City, MI 2016-20

- \*A member of the team in charge of transitioning the newspaper to the magazine
- \*Oversaw all design
- \*Designed the 4th issue of the magazine myself at home due to COVID-19
- \*Formed special relations with advertisers & designed ads
- \*Copyedited and proofread articles
- \*Interviewed Congressional Representatives