

Sophia Khom

3231 E La Jara St
Long Beach, CA 90805
562-980-6898
khomsophia@gmail.com
www.sophiakhom.com

WORK EXPERIENCE

Copy Editor

Local Wolves

October 2013 – Present

Voluntarily reviews and provides edits for online and print articles. Responsible for fixing grammatical, punctuation, and spelling errors. Proofreads all information such as facts, statistics, and references are stated accurately. Working closely with the editorial team and editor-in-chief.

Social Media Assistant

Local Wolves

July 2020 - April 2022

Assisted with managing the publication's social media accounts through community engagement. Responsible for content batching and scheduling posts using an online Instagram planner, Planoly. Contributed with 10th Anniversary reels video and weekly playlist series. Recorded social media analytics tracking growth and areas of improvement. Monitored the account by responding to any questions or comments in a timely manner

Community Coordinator

Local Wolves

July 2018 – March 2020

Assisted with the publication's social media team with scheduling daily posts and outreach. Organized and curated themed Wolfie Submissions from LW community of readers featured in Local Wolves' issues.

Social Media Intern

College of Liberal Arts

August 2019 - December 2019

Managed the College of Liberal Arts social media pages at California State University Long Beach. Assisted in CLA's strategy, branding, content creation, and community management. Shared on-campus event coverage, internship and job opportunities. Created an analytics report for Fall 2019 semester.

EDUCATIONAL BACKGROUND

Bachelor of Arts - Public Relations

California State University, Long Beach

Graduated December 2019

Major in Public Relations

Minor in Women's, Gender, and Sexuality Studies

PROFESSIONAL SUMMARY

Experienced in leading creative projects with a team to organize and execute monthly issues for a lifestyle publication. Specializes in digital communication and copy editing. Ability to learn rapidly and adapt quickly to changing priorities, and manage tasks effectively in a timely manner.

SKILLS AND PROFICIENCIES

- Microsoft Office (Word, Excel, Outlook, PowerPoint)
 - Google Suite (Gmail, Calendar, Docs, Drive, Forms, Sheets)
 - Operating Systems (Windows, Mac OS)
 - Social Media: Twitter, Instagram, TikTok
 - Scheduling applications: Planoly, Preview, UNUM
 - Photo editing: VSCO, InShot, Snapseed
 - Adobe Creative Suite (Photoshop, InDesign, Lightroom, Illustrator, Adobe Acrobat Pro DC)
-

OTHER RELEVANT INFORMATION

Graphic Designer

Freelance

September 2013 – December 2019

Created custom designs and logos. Planned, conducted research and designed for Local Wolves online and print use. Designed layouts for newsletters, film and minimalist posters, and a mobile app prototype design.