

SOPHIA BONOAN

Writer & Copy Editor

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EDUCATION

Ateneo de Manila University
BFA in Creative Writing (2015-2019)

AWARDS & SEMINARS

- **Loyola Schools Awards for the Arts**
– Creative Writing (Fiction)
- **Ateneo Heights Writers' Workshop**
– Fellow for Fiction

SKILLS

- Creative & Editorial Writing
- Copywriting & Copy Editing
- SEO Writing & Research
- Proofreading & Transcription
- Social Media & Content Strategy
- Production & Project Management

EXPERIENCE

AreaTen – SEO Copy Editor (2022-2025)

- Reviewed and edited SEO content to ensure alignment with client requirements, maintaining high editorial standards.
- Developed and managed brand guides and content templates to maintain consistency across multiple clients.
- Performed comprehensive content editing, from line edits to structural revisions, ensuring adherence to Australian Government Style Manual and AP Stylebook (2019).

- Provided constructive feedback to copywriters, refining content based on client revisions and SEO best practices.
- Managed and updated the content database, tracking the progress of projects across multiple clients in Australia, Asia, and North America.

Ayima – SEO Content Writer (2021-2023)

- Wrote SEO-driven content for various international clients and affiliate websites.
- Edited and formatted website content via WordPress for the company's affiliate websites.

Smart Communications – Contributing Writer (2020-2021)

- Wrote and edited features on creatives in the local industry.
- Conducted and transcribed interviews for publication.

Clavel Magazine – Editorial Assistant (2019-2020)

- Led content creation and editorial planning.
- Wrote and edited articles, press releases, and interviews.
- Managed social media content planning, creation, and scheduling.
- Managed contributing writers, photographers, and videographers, leading pitch and story approval.
- Proofread and edited submitted works.
- Handled social media content and live event coverage.
- Led production management and logistics for video and photo shoots.

BoyBrightBoy Multimedia Corp. – Copywriter (2019-2020)

- Lead copywriter for promotional campaigns and content for client brands.
- Assisted in conceptualization and strategization for promotional campaigns.

- Developed pitch decks and social media content.

Status Magazine – Editorial Intern (2018)

- Wrote articles on international art, music, and entertainment.
- Handled research, transcription, copy editing, and proofreading of interviews, articles, and features.
- Coordinated logistics for photo shoots.

Martial Law Museum – Workshop Facilitator (2018)

- Facilitated high school fiction and poetry workshops about the history of martial law in the Philippines.

EXTRACURRICULARS

Heights Ateneo (2015-2019)

- **English Staff Member (2015-2017; 2018-2019):** Assisted in the selection of submitted literary works in English for publication.
- **English Editor (2017-2018):** Led literary screening and deliberations, proofreading and editing, and publication.
- **Internal Affairs Deputy (2017-2018):** Assisting position in upholding internal procedures. Coordinated and supervised logistics for internal events.
- **Writers' Workshop Director (2018-2019):** Headed conceptualization, organization, execution, and management of the workshop and zine publication.

Ateneo Musicians' Pool (2016-2019)

- **Writer (2016-2018):** Wrote reviews, event recaps, and think-pieces for the organization's online magazine.
- **Writing Deputy (2018-2019):** Led the process for approval, proofreading, and editing of submitted articles.
- **Associate Editor, TUBE Magazine (2018-2019):** Organized, facilitated, and oversaw writers' conceptualization meetings, article pitches, and deadlines.