

# Erica Paige Sloan

esloan120@gmail.com

(704) 780-9799

ericapaigesloan.com

## Education

### Washington University in St. Louis

B.A. Political Science

Summa Cum Laude

### Universidad de Carlos III

Semester abroad in Madrid

## Honors and Affiliations

G. Robert Blackburn Scholarship Recipient

Antoinette B. Dames Award for Best Thesis

Pi Sigma Alpha Political Science Honorary

Delta Gamma, Alpha Epsilon Chapter

## Skills

### Editorial

WordPress, metropublisher, G Suite,  
AP Style, SEO, InCopy, InDesign, K4

### Technical

Python and R

### Language

Spanish

## Administrative Work

### WUSTL Campus YMCA St. Louis, MO

#### Member Service Associate Coordinator

August 2015 – May 2017

Trained new Member Service Associates.

Served as liaison between MSAs and

Director of Student Programs.

#### Member Service Associate

August 2013 – May 2015

Completed paperwork filing.

Planned and implemented Campus YMCA

Youth of the Year program.

### Cultivating Connections St. Louis, MO

#### Cofounder & Secretary

January 2015 – May 2017

Co-created a student group to volunteer with

the St. Louis International Institute.

Coordinated outings, scheduled group

meetings, and planned annual potluck with

the Institute's immigrants and refugees.

## Media

### Martha Stewart Living & Weddings New York, NY

Assistant Editor October 2019 – Present

Pitch, report, and write travel, beauty, and other lifestyle content.

Represent the brand at industry and market events.

Complete all editorial assistant duties listed below.

Editorial Assistant March 2018 – September 2019

Wrote "Ask Martha" and "American Made" columns for each issue.

Managed scheduling, travel, and other admin needs of editor-in-chief.

Filed department expenses and processed all freelance writer contracts.

### Prevention New York, NY

Freelance Editorial Assistant November 2017 – March 2018

Wrote FOB "Pulse" blurbs and feature sidebars; contributed article research.

Pitched and wrote e-commerce listicles and news pieces for Prevention.com.

Assisted executive editor, handling her calendar and liaising on her behalf.

### Washingtonian Washington, D.C.

Editorial Fellow June 2017 – November 2017

Pitched content at daily web meetings and wrote 2 to 4 articles per week for

washingtonian.com covering local events, restaurant openings, and weddings.

Fact-checked print features through intensive re-reporting and research.

Pitched and wrote two articles and a first-person essay for print.

### O, The Oprah Magazine New York, NY

ASME Editorial Intern May 2016 – August 2016

Completed brainstorming, research, and interview-transcription tasks.

Manage product submissions from 100+ brands for Fall 2016 Beauty O-Wards.

Served as editor-at-large Gayle King's assistant in absence of primary assistant,

managing her schedule and phone calls.

### St. Louis Magazine St. Louis, MO

Freelance Writer October 2015 – December 2017

Maintained the stlmag.com wedding section through creation of weekly blog

posts on St. Louis area newlywed couples.

Wrote Fall 2016 Best Dressed segment for print publication.

Editorial Intern June 2015 – August 2015

Reported and wrote 48 original articles in arts & entertainment for

stlmag.com, including coverage of LouFest 2015.

### Spoon University St. Louis, MO & New York, NY

University Chapter: Editorial Director January 2015 – May 2017

Led weekly brainstorming meetings, edited the work of 15 staff writers, and

produced all articles in Spoon's proprietary CMS.

National Headquarters: Editorial Intern June 2014 – August 2014

Wrote 10 articles and edited 30+ submissions from remote interns.

Assisted in planing and executing two conference-style events in NYC and D.C.

### New York Observer New York, NY

News Intern May 2014 – August 2014

Reposted news stories from other media outlets every day to observer.com.

Wrote 8 original news articles.