

Erica Paige Sloan

Contact

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ericapaigesloan.com

Education

Washington University in St. Louis

B.A. Political Science
Minors: Writing, Spanish
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 Honor Society
Delta Gamma, Alpha Epsilon Chapter

Skills

Editorial

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

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

Filed new volunteer paperwork

Planned and implemented Campus YMCA

Youth of the Year program

Media Experience

Martha Stewart Living & Weddings New York, NY

Assistant Editor October 2019 – Present

Pitch, write, and edit travel, beauty, advice, and product columns for *Living*

Write service pieces and feature real weddings for *Weddings* special issues

Complete all editorial assistant duties listed below

Editorial Assistant March 2018 – September 2019

Wrote “Ask Martha” and “American Made” columns for *Living*

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

Filed department expenses and processed all freelance writer contracts

Maintained print and digital archives, and assisted with fact-checking

Prevention New York, NY

Freelance Editorial Assistant November 2017 – March 2018

Wrote FOB “Pulse” blurbs and 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 daily at web meetings and wrote 2 to 4 articles per week for washingtonian.com covering local events, restaurant openings, and weddings

Fact-checked print features via intensive re-reporting process

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

O, The Oprah Magazine New York, NY

ASME Editorial Intern May 2016 – August 2016

Completed brainstorming, research, and interview-transcription tasks

Managed 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 stlmag.com weddings 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 articles in arts & entertainment for stlmag.com,

including extensive coverage of the 2015 LouFest music festival

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

University Chapter: Editorial Director January 2015 – May 2017

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

Produced all chapter articles in *Spoon University*’s proprietary CMS

National Headquarters: Editorial Intern June 2014 – August 2014

Wrote 10 articles and edited 30+ submissions from remote interns

Assisted in planning and executing “Brainfood” conferences in NYC and D.C.

New York Observer New York, NY

News Intern May 2014 – August 2014

Wrote 8 news articles for observer.com