

Emily Ito

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EDUCATION

University of California, San Diego

La Jolla, CA

Major: Bachelor of Arts, Communication

Expected Graduation: 06/24; Year 4 GPA: 3.93

Minors: Marketing, Sociology

Relevant Coursework: Sales and Sales Management, Brand Promotion, Podcasting Practicum, Social Media Marketing, Sound Production and Manipulation, Product Marketing and Management, Communication in Advertising, Documentary Sketchbook, Brand Communication and Production, Media Activism

SKILLS

Editing Software: Adobe Premiere, Adobe Photoshop, Adobe Illustrator, Adobe Audition, Canva

Software: Microsoft Office Suite, Google Workspace, Keynote

EXPERIENCE

SupplyPro

San Diego, CA

Executive Assistant to CEO Floyd Miller

10/2023 – 01/2024

- Oversee various assigned projects

Wicked Creative

San Diego, CA

PR Intern

05/2023 – 08/2023

- Research and clip media coverage and hits for clients using Critical Mention, Cision, Google News
- Develop a monthly social media calendar, writing captions and selecting media to announce important events or news while engaging the audience. Create Instagram reels. Schedule social media posts via Sprout.
- Draft press releases to journalists and news outlets about upcoming events and important announcements for clients
- Pitch event and publicity ideas for clients - BOGO Margaritas for National Tequila Day, \$5 Hot Dogs for International Hot Dog Day
- Clerical tasks such as updating google sheets, reviewing correspondence and contact information, organizing media files

Mendocino Farms

San Diego, CA

Hospitality Member

09/2023 – Present

- Provide excellent customer service - assisting guests with menu descriptions, item recommendations
- Process transactions as well as guest orders and refunds
- Deliver food and maintain dining room cleanliness

UC San Diego The Guardian

La Jolla, CA

Lifestyle Writer

09/2021 – Present

- Brainstorms in weekly pitch sessions with fellow journalists
- Conducts research and interviews about relevant trends and establishments to develop lifestyle content
- Writes and submits 500+ word articles that are informative, original, and relatable
- Adheres to strict weekly publishing deadlines and article requirements
- Collaborates with multiple editors on formatting, style, and content with submitted articles

Triton Television TTV

La Jolla, CA

Studio Intern

01/2023 – Present

- Writes, films, and directs an original short film over the course of several weeks
- Leads a cast and crew, delegating roles and responsibilities
- Coordinates and executes shoot dates, editing schedules, and meeting deadlines
- Participates in weekly meetings and lessons with TTV members to develop production skills, discuss upcoming projects, review past productions, and collaborate with other filmmakers

The Law Offices of James M. Crawford

Orange, CA

Legal Assistant

05/2022 – 09/2022

- Liaised with clients and their families to assess needs and respond to inquiries
- Conducted research, reviewed case files, compiled data, and assisted in timely reporting
- Developed correspondence letters, memos, emails
- Proposed and began upgrading dated systems and reorganizing for increased efficiency
- Carried out clerical tasks and administrative work such as filing, copying, organizing, and distributing mail

HiroNori Craft Ramen

Orange, CA

Server, Hostess, To-Go

06/2022 – 1/2023

- Organized and maintained seating and waitlists during peak business hours, attending to more than fifteen tables per hour.
- Balanced taking orders, serving, and cleaning while ensuring superior customer service through continuous attentiveness

The Lego Store

San Diego, CA

Brick Specialist

10/2022 – 12/2023

- Provided customers with support and suggestions to assist with purchasing decisions
- Completed customer transactions, orders, and returns with accuracy and efficiency
- Promoted new products and current sales promotions

PROFESSIONAL DEVELOPMENT

The Guardian, UCSD

San Diego, CA

Senior Staff Writer - Lifestyle, Features, Opinion

09/2021 – Present

<https://ucsdguardian.org/author/emily-ito/>

AUDIO PORTFOLIO

<https://www.podbean.com/user-JgN1Jxt2gI3G>

AWARDS/ACCOMPLISHMENTS

SCHORR Public Health Media Fellowship, CureBound

San Diego, CA

Creative Director, Project Manager

09/2023 – Present

- Independently develop a documentary series for patient advocacy
 - Focusing on the companionship of animals in care
 - Connecting researchers with the patients they affect
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