

Emily M. Trevino

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Education

University of Texas, Austin

Expected

Graduation: May 2026

Bachelor of Journalism, Minor in Rhetoric and Writing

- Dean's List, Moody College of Communication (2024, 2025)
 - Zeta Tau Alpha, High GPA (2024, 2025)
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Experience

Canyon Creek Country Club | Richardson, TX

May 2023 – Present

Restaurant Waitress/ Pool Manager

- Managed staff scheduling, time-off requests, and coordinated daily operations for a team of 20+ employees.
- Fostered a collaborative and motivated work environment through strong leadership.

National Veterans Outreach Program | Remote

November 2023 –

August 2024

Digital Media Assistant

- Developed and curated content for social platforms, highlighting volunteer efforts and staff engagement.

The CW 33 | Dallas, TX

July 2021

News Department Shadow

- Assisted producers and anchors by pitching ideas for the morning show; edited scripts and packages; attended meetings with newsroom leadership to understand TV production.

KBMT 12 | Beaumont, TX

December

2022, January 2024

News Department Shadow

- Observed editorial meetings; shadowed digital content producers; assisted production tasks for live newscasts; and attended 1:1 meetings with journalists to understand content creation.

KVUE | Austin, TX

Summer 2025

News Intern

- contributed to editorial meetings; shadowed different roles, mainly reporters; turned packages; wrote web stories; wrote VOSOTS for reporters; did live shots and standups in the field; helped produce newscasts

Skills

Delegation & Team Management/ Planning & Group Facilitation/ Public Speaking & Presentation/ Communication & Collaboration/Adaptability & Problem Solving/Proficient in Microsoft Office, Google Suite