

Kaitlin Szymkowicz

Warwick, RI | (401) 332-9115 | kaitsymko@icloud.com

Education

Associate of Science in Digital Media Production - *New England Institute of Technology, East Greenwich, RI*

Expected May 2026

Phi Theta Kappa Honor Society, Tech Media Vice President (2025), Early College Program, Class of 2025

Software and Technology Skills

Adobe Creative Cloud: Photoshop, Lightroom, Premiere Pro, After Effects, Audition

Video & Audio: DaVinci Resolve, Avid Pro Tools

Productivity: Microsoft Word, Excel, PowerPoint; Google Docs, Sheets, Slides

Production Equipment: Camera operation, video production, photo editing, audio engineering

Relevant Work Experience

Podcast & Video Production Intern - *Special Olympics Rhode Island, Smithfield, RI*

January 2026 - Present

- Direct podcast production, overseeing pre-production planning, studio setup, and audio/video quality control
 - Edit full podcast episodes, promotional clips, and event highlight videos
 - Film live events and interviews for organizational content
 - Produce branded video content optimized for multiple platforms
-

Leadership Experience

Student Activities Worker - *New England Institute of Technology*

July 2025 - Present

- Plan and facilitate campus events to increase student engagement
- Design print and digital promotional materials for events
- Develop programming to support diverse student needs

Orientation Leader - *New England Institute of Technology*

September 2025

- Guided new students through orientation sessions and campus tours
- Led bonding and team-building activities for incoming students
- Supported planning and hosting of campus-wide orientation events