

# Kaitlin Szymkowicz

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## 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

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## 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

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## 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

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## 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