

# Caitlin Niedzwiecki

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## EDUCATION

**BFA, Creative Writing**

*Full Sail University | Winter Park, FL*

**Exp. Graduation: November 2024**

## SKILLS

- Grant writing
- Copywriting
- Journalism
- Storytelling
- Translation
- Microsoft Office Suite
- Final Draft
- Adobe Creative Cloud
- Editing and proofreading
- Research and analysis
- SEO and Content Strategy
- Adaptability
- Time management
- Unique problem solving
- Collaborative
- Self-starter
- Public speaking
- Detail oriented
- Works well under pressure
- Ability to prioritize and multitask
- Diversity awareness
- Producing work with quick turnarounds

## WRITING EXPERIENCE

*Losing My Mind* | A Collection of Short Stories | Smashwords | September 2023

Indian IT lobbies unite to protect H1B Visa System | News Article | Bold! | July 2017

Egypt Presses Qatar on Support for Muslim Brotherhood as Mattis Arrives in Doha for Talks | News Article | Soldier of Fortune | May 2017

EAFAC in Kisumu | News Article | Kisumu Media Hub | March 2017

New US-based Company Plans to Invest in East African Region | News Article | Sudan Vision Daily | March 2017

## WORK EXPERIENCE

**Operations Consultant**

**October 2014 – Present**

*Freelance Consultant | Global*

- Helped launch a new ad-optimization platform for a start-up in Florida, increased client base by 1000% in a 30-day period.
- Designed and launched a public relations campaign for Rhino 911, including writing a white paper presented at the White House, EyeWitness News Interviews, and strategic brand partnerships.
- Assisted in creating safe procurement procedures and end-to-end custody tracking for the semiconductor industry in Taiwan, Hong Kong, and Indonesia, including creating fraudulent chip identification training materials.

**Director of Operations****October 2016 – August 2018***American Media Institute | Alexandria, VA*

- Personally oversaw 12 grant applications annually and edited all grant applications for the entire organization, producing funding of over 7 million dollars.
- Oversaw a team of 100+ journalists and fact-checkers in more than 30 countries.
- Acted as interim Editor-in-Chief.

**Cryptologic Linguist****January 2009 – August 2014***United States Air Force | Various Locations*

- Launched a base-wide joint-service volunteer program, including public relations and advertising.
- Created and presented quarterly reports to the Commandant of the Post.
- Streamlined Air Force medical records acquisition requests at Andrews AFB, eliminating an 18-month backlog in a 60-day period.

**AFFILIATIONS AND CERTIFICATIONS**

National Honors Society

Veterans in Media and Entertainment

Being a Good Mentee | Project Management Institute | September 2023

How I Got Here | LinkedIn Learning | September 2023

SEO: Keyword Strategy | LinkedIn Learning | September 2023

Learning to Write Market Copy | LinkedIn Learning | April 2023

Advanced Grammar | Project Management Institute | April 2023