

KAITLYN E. CARMODY

EXPERIENCE

SETTLEMENT OFFICER II, VICE PRESIDENT

Bank of America, N.A.

2016 - Present

Accountable for managing and settling complex trusts that require a high level of technical expertise and knowledge. Assign tasks, monitor progress, and approve completed work of Settlement Assistants. Coach and mentor assistants and junior level officers. Build and maintain relationships with external business partners (Attorneys, CPAs, and Fiduciary Accountants), and coordinate communication with internal support partners in Tax, Compliance, Specialty Assets, amongst others), to ensure accurate and efficient administration, and to manage business risk. Maintain high quality communications with clients, with a focus on client satisfaction and asset retention.

RESEARCH ASSISTANT

University of Rhode Island, Austin Becker, PhD

2014

Researched what drives coastal infrastructure stakeholders to assume leadership in the face of climate change. Worked under the direction of Austin Becker, PhD, Professor of Coastal Planning, Policy, and Design at the University of Rhode Island and in coordination with Andrew Peterman, PhD, Sustainability Consultant at Arup.

LEGAL INTERN, TASK FORCE

Feinstein Center for Pro Bono & Experiential Education

2013 - 2014

Researched Rhode Island Special Education and associated issues and coordinated with attorneys, public schools, and Roger Williams University Undergraduate Special Education Department to examine various topics related to special education.

RHODE ISLAND SEA GRANT LAW FELLOW

Marine Affairs Institute at Roger Williams University School of Law

2012 - 2013

NOAA Climate and Societal Interactions Project, August 2013-December 2013

National Estuary Litigation Project, July 2013 - August 2013

Climate Change and New England Fisheries Project, May 2013-September 2013

New Hampshire/Rhode Island Coastal Property Rights Project, August 2012-December 2012



Bristol, Rhode Island

EDUCATION

BACHELOR OF ARTS, POLITICAL SCIENCE

High Point University, May 2011

Honors: Graduated with All University Honors; Honors Program; Phi Alpha Theta; Pi Sigma Alpha; Presidential Scholar

Activities: President, Vice President, Executive Council Member of the Campus Activities Team; Honors Program Representative, Student Government Association; Active Member, Alpha Phi Omega
Study Abroad: Bond University, Queensland, Australia, International Diplomacy, 2009

JURIS DOCTOR

Roger Williams University School of Law, May 2014

Honors: Marine Affairs Achievement Award; Recognized by the RWU Law Pro Bono Collaborative for completing 100+ pro bono law hours while attending law school

Activities: Vice President, Maritime Law Society

MASTER OF MARINE AFFAIRS

University of Rhode Island, December 2014

Activities: Active Member, The Coastal Society

BAR ADMISSION

Virginia, Admitted 2014

SKILLS

- Problem-Solving
- Proficient in Office Suite
- Strong Written and Verbal Communication
- Time Management
- Customer Service
- Team Collaboration
- Mentoring