

Kaitlyn E Carmody

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Status

**Name** Kaitlyn E Carmody  
**Application Date** 1/17/2025  
**Expiration Date** 1/17/2027  
**Board Member** **Kaitlyn E Carmody**  
**Status** Validated BY: UNKNOWN USER @BEFORE 4/1/2026

Board	Vacancies	Status
Rogers Free Library Board of Trustees	1	<span>Pending</span>

Basic Information

**Name**  
Kaitlyn E Carmody

**I would like to be appointed to the position because:**  
I love the library. It's honestly that simple for me. I have been a frequent patron of Rogers Free Library since moving to Rhode Island fourteen years ago. Other than a short time living in Newport, during which time I was an avid Newport Library patron, there's been very few weeks that have passed that I have not roamed the stacks, studied in a desk on the top floor, or played with my child downstairs. It's a point of humor for my friends of how much time I spend in libraries, and I was even married at the Redwood Library in Newport. My own love of the library space aside, I would love the opportunity to serve my community and help the library to continue to serve Bristol residents. I would appreciate the opportunity to assist with community programming and promote all of the wonderful programs and events Rogers Free Library has to offer Bristol and the greater Rhode Island community. Additionally, in my day job in trust and estates, I have experience in law and finance that I could bring to the trustee position. I would truly appreciate the chance to support the library as a trustee. Thank you.

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Contact Information

**Address**  
12 Ellen St  
Bristol, RI 02809  
**Yes, I am a resident**  
Yes  
**Email**  
'  
**Phone**  
'  
**Cell Phone**

Occupation

**Yes, I am a city employee**  
No  
**Professional Licenses**  
Admitted to VA Bar  
**Registrations/Certifications**  
Juris Doctor

# KAITLYN E. CARMODY

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## 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

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## 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

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## BAR ADMISSION

Virginia, *Admitted 2014*

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## SKILLS

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