

CAITLIN CONNELL

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EDUCATION

University of Rhode Island, Kingston, RI
Bachelor of Arts degree in Business Studies

May 2028

Human Resources Leadership Pathway Minor: Leadership Studies

GPA: 3.75 Dean's List – all semesters

Related Coursework: Modern Leadership Issues, Human Resources Management, Organizational Behavior, Skills Development in Organization

RELATED EXPERIENCE

Ocean State Job Lot

North Kingstown, RI

Human Resources Intern – IT/Training

May 2026 - present

- Curate and test internal platforms to improve information/training accessibility and process efficiency for associates
- Shadow associates to gain an understanding of department roles and assist with projects in furtherance of department objectives
- Meet with managers to determine training needed in areas. Assist in creating learning platforms
- Prepare and deliver a final presentation to OSJL executive leadership and ownership at the conclusion of the program, summarizing key projects, insights, and achievements
- Acquire an understanding of the business environment, conduct, compliance, and ethics of a retail organization through the perspective of the HR Office

The Preservation Society of Newport County

Newport, RI

Human Resources Intern/Generalist

May – August 2025

- Served as first point of contact for HR inquiries, providing timely, confidential response
- Assisted in recruitment and onboarding efforts, including job posting, orientations and hiring events
- Observed employee benefit process, including enrollments, leaves, life events, FMLA/ADA and the administration of the 403(b) retirement plan
- Gained knowledge of how to maintain HRIS data, personnel records and routine reporting to support compliance and decision-making

LEADERSHIP EXPERIENCE

University of Rhode Island

Kingston, RI

Resident Assistant

- Manage floor in co-ed residence hall, comprised of 50 first year students 2024 - present
- Enforce University policies and procedures
- Attend weekly staff meetings to report on floor activities
- Plan and execute social activities to bring floor together
- Refer students to appropriate resources on campus

SHRM – Vice President

2025 - present