

KAYLEY VITEO

47 La Escalera, San Antonio, Texas 78261 • (210) 288-3408 • kviteo@mail.stmarytx.edu

EDUCATION

St. Mary's University School of Law, San Antonio, Texas

Candidate for Doctor of Jurisprudence, May 2021

- Grade Point Average: 3.49/4.0; Class Rank: 17/263
- Dean's Scholarship
- Faculty Award for Academic Excellence (Highest Grade): Legal Communication, Analysis, & Professionalism I
- Dean's List
- St. Mary's Law Fellow

Western University, London, Ontario

Master of Arts, Media Studies, December 2012

The University of Texas at Austin, Austin, Texas

Bachelor of Arts, Major: Sociology (Special Honors); Minor: Women & Gender Studies, May 2009

EXPERIENCE

Great Wall China Adoption/Children of All Nations, Austin, Texas

Program Director/Compliance Officer

January 2013-August 2018

- Implemented and supervised compliance with Texas licensing for child placement services standards, for adoption Hague accreditation, and Department of State adoption tracking system
- Hired, trained, and supervised teams throughout agency
- Coordinated with foreign consulates/embassies, as well as State Department Office of Children's Issues
- Developed agency-wide service trainings while monitoring all staff training hours
- Expanded fundraising program for orphanages abroad, raising \$100,000+ in 5 years
- Handled travel arrangements/billing for adoptive families, with consistent caseload of 40+ families

Etheria Film Festival, Los Angeles, California

Co-Founder/Creative Services Director

January 2014-May 2017

- Co-founded annual short film festival to provide platform for female directors of genre film
- Supervised collection and organization of short film submissions
- Managed web content and data entry for festival judging site
- Provided technical and logistical support to filmmakers and staff

Western University, London, Ontario

Graduate Teaching Assistant

August 2010-May 2012

- Managed class of 20+ students including lecturing, grading, and counseling

Graduate Research Assistant

October 2011-March 2012

- Conducted research and wrote on variety of topics, including Canadian identity, culture, and content

Texas Representative Joe Straus, Austin, Texas

Legislative Intern

January 2007-January 2008

- Researched and analyzed proposed legislation, including children's health insurance program
- Corresponded with constituents by mail and phone

ORGANIZATIONS, MEMBERSHIPS & CERTIFICATIONS

- LexisNexis Proficiency Certification
- International Law Society, Risk Management Officer (2018-2019)
- American Bar Association, Law Student Member
- Women's Law Association

COMMUNITY ACTIVITIES AND INTERESTS

- Volunteering with animal shelters
- Critical film theory/writing film reviews