

# Katie Ritenour

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## Education

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### Texas A&M University

*Bachelor of Arts in Communication*

- Major: Communication, Minor: Economics

**College Station, TX**

*May 2017*

## Legal Recruiting Professional Experience

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### Jackson Walker

*Recruiting Manager*

**Dallas, Texas**

*July 2024 – Present*

- Manage statewide law school recruiting program (signing up for OCIs, Statewide Summer Associate Event, orientation programs, etc.)
- Supervising, managing, mentoring, training, and evaluating law school recruiting coordinators in all JW offices. Foster a positive working environment and structure for the recruiting department that promotes productivity, responsiveness, teamwork, high staff morale, and professional excellence.
- Oversee and track law school outreach efforts and law school relationships

*Firmwide Recruiting Coordinator*

*July 2023 – July 2024*

*Recruiting Coordinator*

*November 2021 – July 2023*

- Coordinate 1L and 2L law student recruiting for the Dallas and Fort Worth offices which includes: processing resumes; creating interview schedules, booking travel, processing evaluations, managing offers and follow up; event planning and hosting receptions.
- Coordinate the Dallas and Fort Worth summer associate programs which include: assign mentors and work assignment coordinators; work with vendors to plan events and attend/coordinate event calendar; present at all attorney Kick Off meeting; create lunch schedules; plan Mock Trial; plan exit dinners and exit interviews; manage offers and follow up.

### Holland & Knight (Previously Thompson & Knight)

*Recruiting Assistant*

**Dallas, Texas**

*March 2019 – November 2021*

- Provides lateral recruitment support by assisting schedule interviews, collecting interviewer feedback, managing candidate files, and drafting candidate correspondence and all other communications related to lateral hiring
- Assists with the law student interview process (including scheduling in-office interviews, coordinating candidate's travel arrangements, preparing interviewee information packets, ensure a positive in-office experience, collect post-interview feedback, and manage split billing amongst peer firms)
- Helps plan and arrange all aspects of the summer program (including social events, work assignments, trainings, follow-up, etc.)

## Statement of Interest:

I am enthusiastic about the opportunity to serve as a Regional Representative for the National Association for Law Placement (NALP). With six years of big law legal recruiting experience, serving on the board of my local recruiting city group, and having attended the annual NALP conference four times, I have developed a deep understanding of the law placement industry and the challenges and opportunities in our field. I am passionate about the industry and would love the opportunity to serve as a resource to members, develop my leadership skills, enhance my industry knowledge and collaboration among members and support NALP's mission within our region.