

Jenny Villatoro

EXPERIENCE

PROGRAM MANAGER, BUSH CENTER-SMU ECONOMIC GROWTH INITIATIVE | *GEORGE W. BUSH INSTITUTE* |
DALLAS, TX January 2023-November 2023

- Manage both policy direction and event planning for Central America Program (CAPP) and North American trade program (NA)
- Creates all content and strategy (in English and Spanish) for CAPP and NA programs for publication on company blog, social accounts, and 3rd party sites
- Regularly communicate and promote our policy recommendations to U.S. government agencies, lawmakers, and their staffs
- Grow and maintain network of varied experts in Central America, primarily in El Salvador, Guatemala, and Honduras (Northern Central America)
- Grow and maintain network of varied experts in North America (U.S., Canada, and Mexico) – with a focus on trade and workforce development
- Plans and execute events onsite in Dallas, TX, in Washington, D.C., and in Northern Central America
- Plans and carries out programmatic activities according to program budget
- Supports immigration reform program with event coordination, stakeholder outreach and education, policy recommendation promotion, and program overlap with CAPP and NA
- Contributes to cultural competency in the office and in program content
- Key victories: Directly contributing to a mainstreaming of the topic of gender-based violence in policy conversations in Central America; policy recommendations included in various bills introduced in both house and senate

ASSOCIATE/ | *GEORGE W. BUSH INSTITUTE* | DALLAS, TX January 2020 - December 2022

- Increased support of immigration reform portfolio including leadup and launch of *Out of Many, One: Portraits of America's Immigrants* book, special museum exhibit, and related events
- Contribute to content and strategy for CAPP and NA programs
- Led partnership with SMU **Judge Elmo B. Hunter Legal Center for Victims of Crimes Against Women** to study the legal environment in Northern Central America and whether laws present are being enforced
- Study resulted in policy paper co-published by the Bush Institute and Woodrow Wilson Center and bilingual event at the Wilson Center in Washington, D.C. where I moderated a bilingual panel
- Execute virtual and in-person events for CAPP, NA, and Immigration programs
- Contribute to key program content including op-eds and policy recommendations
- Continued day-to-day duties of program assistant

ASSISTANT | *GEORGE W. BUSH INSTITUTE* | DALLAS, TX July 2018– December 2019

- Excel in managing tasks for a variety of programs under 3 directors including scheduling and calendars, expense reports, event preparation and support, meeting notes, and contributing to content

SENIOR RECRUITER II | *MED TRAVELERS* | DALLAS, TX September 2015 – June 2018

- Successful recruiter of occupational and physical therapists in fast-paced, commission-based environment
- Rookie of the year, completing 20 successful placements in first 6 months

DEPARTMENT MANAGER | *NORDSTROM* | DALLAS, TX July 2010 – Aug 2015

- Managed team of 13 staff. Was recognized for exceptional training and high number of staff promotions.

PUBLICATIONS

TRADE POLICY | DEC 2023 | DALLAS MORNING NEWS | [Trade policy can boost Central American economies and reduce unauthorized migration](#)

CENTRAL AMERICA | SEP 2023 | BUSH INSTITUTE POLICY PAPER | [The root causes of Central American migration: toward a holistic approach](#)

CENTRAL AMERICA | NOV 2023 | TWO-MINUTE-TAKE (SPANISH VIDEO) | BUSHCENTER.ORG [Resumen de dos minutos: Las causas fundamentales de la migración centroamericana: hacia un enfoque holístico](#)

CENTRAL AMERICA | OCT 2023 | EL SALVADOR POLICY RECOMMENDATION [El Salvador needs a strategy...](#)
GENDER-BASED VIOLENCE | DEC 2021 | WOODROW WILSON CENTER [NO JUSTICE](#)

EDUCATION

MASTER OF SCIENCE IN INTERNATIONAL POLITICAL ECONOMY

UNIVERSITY OF TEXAS AT DALLAS

STUDY ABROAD | OAXACA CITY, OAXACA, MEXICO

BACHELOR OF ARTS IN INTERNATIONAL POLITICAL ECONOMY

UNIVERSITY OF TEXAS AT DALLAS

May 2023

GPA: 3.7

May 2019