

SANDRA M. MENESES

35 O'Heir Way, Lowell, MA 01852 (978) 804-7959 smen214@yahoo.com

LEGAL EXPERIENCE

Balas, Alphen & Santos, P.C.

November 2009 – Present

Attorney/Associate

Principal areas of practice include real estate, sales, purchases, refinances, short sales, immigration divorce/family law, and probate/estate planning.

Law Offices of Sandra M. Meneses, Lowell, MA

September 2008- November 2009

Attorney

Principal areas of practice include real estate, sales, purchases, refinances, short sales, immigration divorce/family law, probate/estate planning, and personal injury.

Broderick Law Firm, Lowell, MA

January 2005 – August 2000

Associate

Ran titles for real estate closing, conducted real estate closings, reviewed leases and purchase and sale agreements. Areas of practice included real estate, personal injury, divorce/family law, probate/estate planning, and immigration.

Dennis E. McHugh Attorneys At Law, Chelmsford, MA

June 2004 – January 2005

Real Estate Paralegal/ Law Clerk

Prepared documents for real estate closings, including HUD settlement statements, and drafted deeds. Sent correspondence to buyers, sellers, and their attorneys. Assisted in the preparation of Inventory and Accounts in Probate cases and filed documents with the Court. Researched Variance issues and the "grandfather clause" in Chelmsford, MA.

MAIONA & MAIONA, P.C., Boston, MA

October 2002 – January 2004

Law Clerk

Interviewed clients in both Portuguese and Spanish and drafted written correspondence. Prepared cases for filing of H1-B Visas, Employment Authorization, Permanent Residency, Citizenship, Family Based Petitions, and Asylum. Drafted Memoranda of Law for Stay of Deportation, to Reopen Proceedings and Voluntary Departure, Motions for Change of Venue, and a Motion for a Bond Hearing in deportation cases. Prepared Interrogatories and Pleadings for Divorce clients.

Merrimack Valley Legal Services, Lowell, MA

June 2002 – October 2002

Law Clerk- Lowell Office

Handled unemployment cases and conducted client intakes. Represented clients at administrative hearings for unemployment compensation, medicaid and housing. Drafted pleadings for eviction cases. Translated for Portuguese and Spanish clients.

Law Clerk - Lawrence Office

June 2001 – August 2001

Interviewed clients, researched, and wrote memoranda of law for administrative hearings on unemployment compensation.. Assisted and attended unemployment and housing court hearings. Assisted clients in elder and disability cases. Researched Social Security Disability Law and controversial issues regarding Section 8, including criminal activity among recipients and family members.

Balas, Alphen, & Santos, P.C., Westford, MA

June 1998 - August 2000

Real Estate Paralegal

Ordered the Title, Plot Plan, and Municipal Lien Certificate for each new real estate file, sent out correspondence to the Buyers and Sellers, and maintained and distributed an updated list on all real estate closings. Sent closing packages to the bank within 24 hrs., sent payoff checks, and deposited closing checks into the escrow account and balanced the account. Drafted Deeds, Declarations of Homestead, Powers of Attorney, especially for Portuguese speaking clients. Closed files and maintained an updated Title Log Spreadsheet in Excel. Recorded documents and obtained copies of recorded documents from the Registry of Deeds.

Massachusetts Office of the Attorney General Trial Division, Boston, MA

February 2000 – May 2000

Intern

Compiled a chart regarding cases involving the MA Department of Commerce and the MA Highway Department, and the state's exercise eminent domain, went to the Civil Clerks's Office to request dockets and file documents, observed trials, summarized depositions and medical documents, organized documents for trial and drafted an Answer and Jury Demand to a complaint.

LANGUAGE SKILLS Fluent in Portuguese and Conversational in Spanish.

VOLUNTEER WORK *Wish Project, Inc., Lowell, MA* , Board of Directors member, 2008
Boston Portuguese Festival, Inc., incorporated & advised the board, 2007

EDUCATION

SUFFOLK UNIVERSITY LAW SCHOOL, Boston, MA

J.D., May 2003

SUFFOLK UNIVERSITY, Boston, MA

B.A., *magna cum laude*, Government , minor in Psychology, May 2000

BAR MEMBERSHIP Member of the MA bar.

SANDRA M. MENESES
35 O'Heir Way, Lowell, MA 01852 (978) 804-7959 smen214@yahoo.com

PROFESSIONAL REFERENCES

Maria Cunha
Middlesex Community College
(978) 656-3104

Kevin P. Broderick, Esquire
Broderick Law Firm
375 Gorham Street
Lowell, MA 01852
(978) 459-30850

Trang T. Nguyen, Esquire
Law Offices of Dennis McHugh
Two Chelmsford Street
Lowell, MA 01852
(978) 256-3330

Maria L. Santos, Esquire
Balas, Alphen, & Santos, P.C.
200 Littleton Road
Westford, MA 01886
(978) 692-3107