

Sandra V. Guzman, Esquire
Law Offices of Sandra Guzman Salvado
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Education:

- University of Baltimore School of Law *Graduation: May 2004
*Concentration: Family Law
- University of Maryland, College Park *Graduation date: May 1999

Bars: Member of Maryland State and Federal bars
Member of the Montgomery County Bar Association

Memberships: Montgomery County, Maryland Bar Association,
Maryland State Bar Association
International Academy of Collaborative Professionals

Work Experience:

- **10/2010 – present: Principal attorney, Law Offices of Sandra Guzman Salvado**
 - Represent clients in divorce, custody, child support, and related domestic matters at all levels of litigation
- **11/2005- 7/2009: Managing Family Law Attorney, Salvado, Salvado, & Salvado, P.C.
Rockville, Maryland**
 - Represent firm clients in divorce, custody, child support, and related domestic law matters at all levels of litigation including intake, discovery, drafting of motions and pleadings, conducting research, trial strategizing, as well as mediation, and court.
 - Manage the every day office administrative tasks as well as two paralegals.
 - Create all forms and implement procedures to manage and maintain case files and overall office organization.
- **12/2004-11/2005: Staff Attorney, Legal Aid Bureau, Inc., Riverdale, Maryland**
 - Represent clients in divorce, custody, child support, and protective order cases at all levels including intake, research, drafting of pleadings and motions, discovery, and advocating in court.
- **1/2004 – 12/2004: Law Clerk, Legal Aid Bureau Inc., Riverdale, Maryland**
 - Represent clients at administrative hearings in unemployment insurance matters.

- Assist the Domestic unit attorneys with preparation for divorce and custody merits hearings by conducting interviews, gathering evidence, and conducting research.
- **5/2003-1/2005: Intern, Legal Aid Bureau Inc. Baltimore City**
 - Interview minor clients, deemed CINA (Child In Need of Assistance)
 - Visit foster care children and interview foster parents for case preparation purposes and draft memoranda.
 - Conduct research
- **5/2002-8/2002: Summer Law Clerk, Abrams, West, Storm, Diamond P.C., Contracts Firm, Bethesda, MD**
 - Research issues relating to gas station franchise contracts
 - Interview clients, and write correspondence.
 - Review documents
 - Organize documents and files
- **1/2002-5/2002: Law Clerk, Steven Warm, Esq. Worker's Compensation Firm, and Baltimore, MD.**
 - Interview clients Draft and file documents and correspondence
 - Request documents from various medical and healthcare providers.
 - Maintain client files organized.

Other Skills:

- **Fluent in Spanish**, Experienced with Microsoft Word, Access, and Westlaw.
- **Certified Mediator by MICPEL**, Completed 40 Hour Domestic Mediation Workshop, Spring 2007, Baltimore, MD
- **Completed Child Counsel** training course, March 2010, Prince George's County, MD
- **Trained in Collaborative Practice**, Completed the 3 day Training March 2-4, 2011, Sponsored by The Department of Family Administration of the Administrative Office of the Courts, in cooperation with the Maryland State Bar Association, Annapolis, MD

Other Related Experience:

- Volunteer Attorney, Prince George's County Circuit Court Family law Spanish Self-Represented Litigant Orientation Project, 2008-Present
- Substitute volunteer attorney, Community Legal Services for Prince George's County Family Law clinic, as needed, 2008-Present
- Volunteer attorney, on a current monthly basis, Pro Bono Clinics in Wheaton and Germantown Maryland
- Montgomery County Bar Foundation Panel attorney, accepting Pro Bono and Reduced fee Family cases, as requested, 2009-present
- Member, Montgomery County Inns of Court, 2010-2011