

Sandy Boisrond, Esq., M.B.A.

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Objective: Experienced attorney with a demonstrated passion for education and a desire to transition into a law school faculty position.

Teaching Philosophy: My teaching philosophy centers around creating an engaging, student-centered, supportive learning environment. I aim to equip students with the necessary skills to encourage critical thinking, practical application, and community involvement, in order to foster success in their legal careers. I am dedicated to promoting a lifelong passion for learning, empowering students to become skilled advocates, and encouraging them to make positive contributions to the legal profession and society as a whole.

Instructional Experience

Assistant Professor of Academic Success and Bar Preparation
Full-time employment from 8/2023 – Present
Saint Thomas University, Benjamin L. Crump College of Law
Miami Gardens, Florida

Duties, Accomplishments and Related Skills: **Academic Support:** Ensure compliance with external standards from accrediting and licensing bodies. Research and implement best practices for academic success in law school and bar-related programs. Develop and manage resources for law students and bar exam takers. Provide individualized advising and support to students on academic and personal development. Analyze student progress data and conduct workshops to enhance critical competencies for law school and bar exam success. Enforce school policies and codes of conduct. Contribute to the ongoing development of academic success programs. Maintain professionalism, confidentiality, and accurate records. Support the law school's mission and participate in relevant events. Remain available during summer months to assist recent graduates preparing for the bar exam. **Administrative:** Collaborate with Academic Success Team and faculty to develop academic success policies. Analyze law school academic trends and assess academic support efforts. Ensure adherence to school policies and accreditation standards. Recommend candidates for ASP Fellowships and oversee their training and development. Follow safety regulations and participate in university and college committees. Represent the law school in academic success matters locally, statewide, and nationally. Coordinate academic support program logistics and promote events through various channels. Perform additional administrative tasks as needed. **Teaching:** Coordinate and teach various academic courses and workshops, including Legal Skills, Legal Methods and Essay Writing, Bar Prep Skills, and workshops on study strategies. Provide personalized guidance to students on academic strengths, weaknesses, and other concerns. Support students in learning processes and exam preparation, emphasizing organization, structure, and analysis. Maintain regular office hours and assist in facilitating guest speaker workshops. Fulfill other assigned academic support responsibilities.

Adjunct Instructor – Professional Responsibility
Part-time employment from 5/2023 – 7/2023
Saint Thomas University, Benjamin L. Crump College of Law
Miami Gardens, Florida

Duties, Accomplishments and Related Skills: Developed and delivered lectures on professional responsibility, specifically highlighting the American Bar Association Model Rules of Professional Conduct which represents the ethical obligations an attorney has to the client, the court, the profession, and society, including the conflicts inherent in these duties. Created versatile lessons to identify fundamental principles and concepts, incorporating visual aids, video, and collaborative learning through group and Socratic discussions to achieve course objectives. Facilitated the active study and comprehension of the specific rules governing

the legal profession, and incorporate the influence of morals, ethics, professionalism, and civility on lawyer behavior, to aid students in developing professional skills and habits. Assisted students in developing the necessary skills for applying the rules to factual situations and prepared students for the Multistate Professional Responsibility Exam (MPRE). Established productive relationships with students and members of the legal community. Incorporated knowledge of current legal events into classroom instruction.

Adjunct Instructor – Criminal Justice, Ethics, Career Development Seminar, Business Law

Part-time employment from 9/2015 – 12/2015; 1/2017 – 5/2017

ASA College

North Miami Beach, Florida

Duties, Accomplishments and Related Skills: Created engaging lesson plans to deliver lectures on assigned course material. Habitually communicated with students concerning their assignments and absences using the Remind App. Promptly replied to students' emails and office hours requests. Assisted students in meeting their academic and career goals. Planned course objectives based on approved curriculum and ensure course content and learning standards were met. Facilitated group activities and interactions to promote interactive learning, critical thinking, and problem-solving skills. Participated in commencement and other academic programs and events.

Teacher, Middle Grades Science

Full-time employment from 8/2004 – 12/2010

Sunrise Middle School, 08/2004 – 06/2005; Attucks Middle School, 08/2005 – 12/2010; Substitute:

Various Locations 04/2014 – 12/2014, and Lake Forest Elementary School 01/2015 – 05/2015

The School Board of Broward County, Florida

Fort Lauderdale, Florida

Duties, Accomplishments and Related Skills: Coordinated hands-on activities to enhance students' interactions and critical thinking skills. Provided differentiated instruction to support individual student learning goals in conjunction with their Individualized Educational Plans (IEPs) for accommodations and 504 Plans for specially designed instruction. Managed a record-keeping system to evaluate and address special learning needs for each student.

Professional Experience

Managing Attorney – Estate Planning, Guardianship, and Probate

Full-time employment from 7/2017 – Present

Spectrum Law Firm Miami, PLLC

Fort Lauderdale, Florida

Duties, Accomplishments and Related Skills: Represent clients in estate planning, guardianship, and probate matters throughout the State of Florida. Draft and review legal documents, including wills, trusts, powers of attorney, and advance healthcare directives. Advise clients on complex legal issues and provide comprehensive legal solutions. Conduct legal research and prepare supplemental documents to support case files. Appear in court for hearings, trials, and other legal and administrative proceedings. Maintain client communications and foster client relationships to promote client satisfaction.

Collateral duties:

- *Supervise Remote Contract Staff and Interns* – Supervise remote contract staff and interns, providing guidance and support in their legal tasks and professional development. Develop and implement training programs for remote team members, ensuring consistent understanding of legal processes, standards, and best practices. Effectively manage workload distribution among remote staff and interns, ensuring efficient utilization of resources. Conduct regular check-ins providing constructive feedback and mentoring to enhance individual and team performance. Collaborate with remote team members to ensure timely

completion of projects and adherence to deadlines. Develop and implement remote work policies and procedures to optimize productivity and maintain high standards of work.

Attorney at Law

Freelance employment from 1/2017 – 6/2017

Sandy Boisrond, Esq.

Miami, Florida

Duties, Accomplishments and Related Skills: Represented clients in estate planning and probate matters. Drafted and reviewed legal documents, including wills, trusts, powers of attorney, and advance healthcare directives. Advised clients on complex legal issues and provided comprehensive legal solutions. Appeared in court for hearings, trials, and other legal proceedings. Maintained client communications and fostered client relationships to promote client satisfaction.

Associate Attorney – Wills, Trusts, and Estates

Full-time employment from 1/2016 – 12/2016

FL Trusts and Estates Law Firm

Plantation, Florida

Duties, Accomplishments and Related Skills: Represented clients in estate planning, guardianship, probate, and trust administration matters in Miami-Dade, Broward, and Palm Beach counties. Drafted and reviewed legal documents, including wills, trusts, powers of attorney, and advance healthcare directives. Advised clients on complex legal issues and provided comprehensive legal solutions. Conduct legal research and prepare supplemental documents to support case files. Appeared in court for *ex parte*, motion, and special set calendar hearings. Assisted with elder law filed to perform Medicaid planning. Prepared closing documents for real estate transactions.

Managing Attorney

Full-time employment from 10/2015 – 1/2016

Law Office of Sandy Boisrond

Miami, Florida

Duties, Accomplishments and Related Skills: Represented clients in estate planning matters. Drafted and reviewed legal documents, including wills, trusts, powers of attorney, and advance healthcare directives. Advised clients on comprehensive estate matters. Maintained client communications.

Haitian/Caribbean Community Liaison, Program Coordinator

Full-time employment from 11/2000 – 6/2003

Minority Development & Empowerment, Inc.

Fort Lauderdale, Florida

Duties, Accomplishments and Related Skills: Provided community support services to assist families in domestic violence and child abuse proceedings. Coordinated services to satisfy case plan requirements for court proceedings and family reunification. Facilitated community education workshops to educate parents on domestic violence and child abuse to satisfy case plan requirements. Served as the liaison between the Haitian/Caribbean community and the Department of Children and Families to provide community education and outreach services.

Education

- Western Michigan University – Thomas M. Cooley Law School, Auburn Hills, MI
Juris Doctor, Concentration – General Practice, Solo and Small Firm Practice, 1/2014
- Walden University, Minneapolis, MN
M.B.A., Specialization - Knowledge and Learning Management, 8/2006

- University of Miami, Coral Gables, Florida
B.S. Biology, 12/2000

Skills

- Excellent organizational, communication, and presentation skills.
- Strong analytical and critical thinking abilities.
- Detail-oriented with a strong commitment to accuracy.
- Ability to work collaboratively and independently.
- Proficient in Microsoft Office Suite, Canva, and other essential software.

Law License and Admissions

- The Florida Bar, 2015
- The United States Supreme Court, 2019

Professional Affiliations

- *Fellow*, Real Property, Probate & Trust Law (RPPTL) Section of the Florida Bar, 07/2022 – 06/2024
- *Law School Liaison*, Law School Programming Committee, Real Property, Probate & Trust Law (RPPTL) Section of the Florida Bar, 03/2016 – Present
- *Member*, Real Property, Probate & Trust Law (RPPTL) Section of the Florida Bar, 10/2015 – Present
- *Director/Secretary*, Board of Directors, Monarch Health Services, 02/2020 – Present

Books and Publications

- Article: “*Guardianship Practice: Working With Autism Families*,” ActionLine Vol. XXXXIV, No. 2 Winter 2023
- Book: “*Civility Wins: Find Your Peace While Taming The Beasts*,” with co-Author Kristen Goss, Esq., ISBN-13: 979-8764832807
- Article: “*Probate Case Summaries*” ActionLine Vol. XXXXIV, No. 3 Spring 2023
- Article: “*Guardianship and Autism: How To Address the Non-Speaking Ward in Incapacity Determination and Guardianship Proceedings*,” ActionLine Vol. XXXXIV, No. 4 Summer 2023