

Form Name:
Submission Time:

Citizens Commission
February 11, 2019 10:25 am

Name	Karyn Sanchez
Address	[REDACTED] [REDACTED]
Phone	[REDACTED]
Email	[REDACTED]
Citizenship Affirmation	I am a U.S. Citizen
Residency Affirmation	I am a resident of the Commonwealth of Massachusetts
Statement of Intent	I intend to comply with and advance the policy established by this Act.
Statement of Interest	I am interested in serving on the Citizens Commission because I would like to use my law school education to strengthen the fabric of communities around me. I know that I would be a great asset to the commission because I have knowledge on the business perspective, having worked and administering a few small businesses, as well as an understanding of the frustration of the individual citizen when they are unable to obtain the incentives that are provided to businesses; I am excited at the prospect of being a part of a commission that will help to resolve these issues. It would be an honor to have the opportunity to use my strong legal research skills, and small-business experience, and my experience working in a community health center for the benefit of my community and state.
Résumé or Summary of Qualifications Upload	https://s3.amazonaws.com/files.formstack.com/uploads/3282862/71887710/477040459/71887710_karyn_sanchez_resume_2.8.19.docx
Political Party Affiliation, if any, over the previous five years	Democratic
If multiple or other, please explain	Also I am currently registered as unenrolled
City or Town where you reside	WORCESTER
Employment Status	Employed
Occupation	Accounting
Employer	Mass Tax Corp

Karyn Sanchez



EDUCATION

University of Miami School of Law, Coral Gables, FL
Juris Doctor, May 2016

Hunter College, City University of New York, New York City
Bachelor of Arts in Mathematics, September 2012

EXPERIENCE

Mass Tax Corp., Worcester, MA

Office Manager 9/16 – present

- Complete bookkeeping for corporate clients.
- Prepare basic tax returns, rental property tax returns, and schedule C returns.
- File amendments, extensions, offers in compromise, and innocent spouse tax relief.
- Advise clients on tax deductions, tax credits, and real property credits.
- Communicate with the IRS regarding client's tax liabilities and potential dispute resolution.
- Advise clients on how to complete W-4 forms to attain maximum tax benefits.
- Remind clients to attend their appointments, and to bring all necessary documents.

Edward M. Kennedy CHC, Worcester, MA

Referrals Coordinator, 11/16 – 3/17

- Scheduled and confirmed specialty appointments for patients.
- Acted as a liaison between patients and their specialists.
- Informed patients of any next steps they needed to take in order to continue their medical care with a specialist.
- Applied for insurance authorizations when required by the patients insurance.

University of Miami Professional Responsibility and Ethics Program, Miami, FL

Fellow, 8/15—06/16

- Presented Continuing Legal Education ethics trainings by designing and solving ethics-violating hypotheticals, researching the ethical issues, writing memorandums, and answering attorneys' and judges' questions.
- Researched common malpractice issues and First Amendment advertising issues.
- Assisted other fellows with their research, edited their memoranda, and helped them rehearse for trainings.

Immigration Law Clinic, University of Miami, Miami, FL

Legal Clinician, 5/15—7/15

- Represented clients in court for a master calendar hearing and a status conference.
- Filed motions in immigration court.
- Drafted a mandamus for an asylum interview and wrote a memorandum on proxy marriage issues.
- Prepared sworn declarations for asylum cases and completed asylum applications.
- Interviewed clients and prepared client intake forms.
- Edited colleagues' briefs and declarations.
- Conducted a "know your rights" presentation at Glades County Detention Center.
- Began helping a client with the preliminary gathering of information for a VAWA self petition.

SKILLS

- Languages: Spanish, French Intermediate.
- Technology: QuickBooks, Drake Tax Preparation software, OLT Pro Tax Preparation software, Microsoft Office