

MARIA J. REED, ESQ.

110 Linden Oaks Drive, Suite B, Rochester, NY 14625 · (585) 310-7895 · maria@cubillosreedlaw.com

EXPERIENCE

Cubillos Reed Law, PLLC, *Sole Member*, Rochester, New York, May 2017 – Present

- Provide legal counsel and representation in family law matters for plaintiffs, defendants, and children including juvenile delinquency, persons in need of supervision, child protection, custody, visitation, termination of parental rights, child abuse and neglect, paternity, and other related proceedings.
- Represent clients in immigration matters concentrated on family-based petitions.
- Judicial Hearing examiner for Rochester City Parking and Municipal Violations Bureau.

Wesley Clark & Bates, LLP, *Senior Associate*, Rochester, New York, March 2016 – May 2017

- Provided legal counsel and representation in family law and matrimonial actions.
- Researched and prepared motions and legal memorandums.
- Consulted and negotiated with other counsel.
- Represented clients at hearings, trials, and all associated court proceedings.

The Legal Aid Society of Rochester, *Staff Attorney, Attorney for the Child Program*, Rochester, New York, March 2015 – March 2016

- Provided legal counsel and representation to minors pursuant to section 249 of the Family Court Act and subdivision 7 of section 35 of the judiciary law.
- Provided legal counsel and representation in proceedings primarily involving: juvenile delinquency, persons in need of supervision, child protection, custody, visitation, termination of parental rights, child abuse and neglect, paternity, and other proceedings.
- Interviewed clients, conducted disclosure and investigations, conducted legal research, and filed motions.
- Consulted and negotiated with other counsel and, as appropriate, with other parties.
- Represented clients at all appearances, hearings, and proceedings.

Fulton Friedman & Gullace, LLP, *Lead Attorney*, Rochester, New York, January 2010 – March 2016

- Managed over 500 active cases across New York State for boutique collections law firm.
- Supervised and directed six paralegals throughout collections process, from pre-suit to enforcement.
- Monitored and ensured compliance with the Federal Debt Collection Practices Act by non-attorney staff.
- Established and streamlined office procedures and policies.
- Responded to consumer complaints against the Firm filed with the Better Business Bureau or Attorney General.
- Advised clients on State and Federal laws related to creditor rights and consumer protection.

Mann Bracken, LLP, *Associate*, Rochester, New York, August 2005 – December 2009

- Managed over 200 active cases in 30 counties across New York State for national firm concentrating in collections law.
- Represented clients in all aspects of arbitration process from conducting administrative hearings to confirmation of arbitration awards pursuant to the Federal Arbitration Act and Article 75 of the New York Civil Practice Law and Rules in state courts.
- Negotiated settlement agreements.
- Organized and conducted training on legal process and Firm policies for paralegals.
- Created and maintained template database.

Wisner & Wisner, LLP, *Associate*, Rochester, New York, February 2005 – August 2005

- Represented defendants in criminal courts involving charges of driving while intoxicated.
- Drafted and argued memoranda of law, applications, and motions.
- Conducted administrative and suppression hearings.

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The Bullard Lobban Law Group, *Litigation Associate*, Rochester, New York, November 2003 – January 2005

- Represented clients in Family, Town, City, and Surrogate's Court.
- Researched and wrote legal memoranda on employment discrimination, corporate law, medical malpractice, and tort actions.
- Supervised and conducted real estate closings for lender as well as individuals, both as sellers and purchasers.

Greater Boston Legal Services, *Law Clerk – Battered Immigrant Women's Project*, Boston, Massachusetts, May 2001 – May 2003

- Conducted legal research on international treatment of women, removal requirements and relief, political asylum, notice requirements, and worldwide gender-based persecution.
- Assisted in preparation and filing of applications pursuant to the Violence Against Women Act, Nicaraguan Adjustment and Central American Relief Act of 1987 as well as petitions for political asylum and permanent residency.
- Represented clients at administrative hearings under an attorney's supervision.

Fragomen, Del Rey, Bernsen & Loewy, *Immigration Summer Associate*, New York, New York, Summer 2002

- Conducted extensive research on investment banking, information technology, medicine, and defense contracting.
- Drafted extraordinary ability petitions for large technology company.
- Prepared labor certifications and J-visa petitions.
- Wrote employer manual regarding temporary employee compliance requirements.
- Researched and assisted in writing article published in New York Law Journal entitled, "Special Registration and Monitoring of Certain Non-Immigrants, July 22, 2002.

Shelter Legal Services, Inc., *President, Boston University Chapter*, Cambridge, Massachusetts, November 2000 – June 2002

- Conducted initial intake interviews.
- Assisted in preparing and filing of housing, family law, and immigration cases.
- Created budgets and recruited law student volunteers through presentations.

NON-LEGAL EXPERIENCE

Advantage Schools, Inc., *Student Recruitment Manager*, Boston, Massachusetts, July 1997 – August 2000

For-profit national charter school management company servicing low-income student populations

- Served as liaison for Hispanic communities.
- Trained school staff on procedures, reporting requirements, and data tracking system.
- Managed local teams in New Jersey, Georgia, Pennsylvania, Delaware, and Michigan resulting in the recruitment of 6,000 students.
- Planned and coordinated recruitment events in five cities.
- Conducted demographic analysis and researched national media markets.
- Coordinated and implemented detailed marketing plan.

BAR ADMISSIONS

New York State Bar, January 2004

U.S. District Court for the Western District of New York, March 2000

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EDUCATION

Boston University School of Law, Juris Doctor, May 2003; Concentration in Litigation and Dispute Resolution
University of Rochester, B.A, in Political Science, May 1997

ASSOCIATIONS and APPOINTMENTS

- Appointed to the Advisory Committee of the Appellate Division, Fourth Department, Attorney for Children Program
- Monroe County Bar Association
- New York State Bar Association
- Greater Rochester Association of Women Attorneys
- Rochester Black Bar Association

AWARDS

2017 Empire State Counsel Award

SKILLS

Fluent in Spanish