



Susan D. Brooks

Paralegal

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OVERVIEW:

Susan is a paralegal in the Trusts & Estates Practice Group. She has seven years of professional experience as a paralegal and office manager of a Maryland law firm and nearly 20 years of experience as a client service representative. She has worked on estate planning documents such as wills, advance healthcare directives, power of attorney and trust amendments. She has also prepared fiduciary income tax returns for trusts and estates and maintained their fiduciary accounts.

Included in her experience is a period as an intern for eight-term U.S. Rep. C.A. "Dutch" Ruppersberger in Maryland.

EDUCATION:

- Community College of Baltimore County, A.A. Degree General Studies
- Community College of Baltimore County, paralegal Certificate

PRACTICE AREAS:

- Trusts & Estates

MEMBERSHIP:

- Lambda Epsilon Chi; National Honor Society for Paralegal Studies