



# Sandra Torres

## Administrative Legal Assistant

Office: Austin

Phone: 512.439.3200

Fax: 512.439.3201

## Overview

Sandra has worked as a legal administrative assistant with Hendler Flores Law since 1998. Sandra plays a critical role at the firm, providing support in a variety of areas, including legal, accounting and administration. She works directly with the firm's lawyers maintaining calendars and files, preparing trial and exhibit notebooks, and drafting correspondence and legal documents. She supports the financial side of the firm with book-keeping tasks such as accounts payables and receivables.

## Education & Community Involvement

Sandra attended the Austin Community College and continued her education at The Art Institute where she graduated with an Associate of Applied Science in Graphic Design.

She enjoys serving her community by volunteering at Capital Area Food Bank and Austin Pets Alive!