


Victoria Mitchell

PARALEGAL | RANCHO SANTA FE

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Victoria is a paralegal in the private client and tax team.

Her work is focused on full service trust and estate administration, conservatorship and guardianship matters, estate planning, entity formation, and non-profit and exempt organizations. In connection with these practice areas, she prepares federal estate and gift tax returns, fiduciary accountings, funds trusts, research and transfers title to assets, including real property, securities, insurance policies among other types of assets. She also prepares and files probate court documents.

Victoria has over 25 years of experience in the legal industry, moving from an accounting role to paralegal after graduating the certificate program at the University of San Diego in 1991. She subsequently achieved 'ACP' designation and has earned advanced certifications in Estate Planning, Real Property and Business Organizations through the NALA Certifying Board.

SECRETARY **COLLETTE KERR**

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MEMBERSHIPS

- National Association of Legal Assistance
- National Notary Association
- Notary Public

EDUCATION

San Diego State University, B.A.
University of San Diego, Paralegal Certificate
NALA Advanced Paralegal Certification - Estate Planning, Real Property and Business Organizations

LANGUAGES

ENGLISH

DATES

JOINED: 2015

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