

## Zarina Singley

PARALEGAL | SAN DIEGO

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

Her work focuses on trust and estate administration as well as international estate planning, tax and business matters.

Prior to joining the firm, Zarina practiced law as an attorney in Mexico for 11 years. She was a part of a large firm's real estate and tourism practice, where she focused on corporate and real estate transactions, from the acquisition of the land, its development and day to day activities for tourism, industrial, commercial and/or residential purposes, including the main activities related to due diligence processes, creation of condominium, fractional property and timeshare regimes, trust agreements (administrative, transfer of domain and guaranty), promise to purchase agreements, escrow agreements, joint venture agreements, hotel management and operation agreements and built to suit agreements, among others.

At a Tijuana, Baja California, firm her work involved preparation of contracts in both English and Spanish language, preparation of bylaws and articles of incorporation for Mexican companies, as well as the incorporation procedure, preparation of board meetings, Intellectual Mexico), Property, General preparation of Corporate Law, documents title to search, obtain a guidance maquiladora and assistance program during the (manufacturing purchase permits and sale in of property process (Due Diligence), immigration of employees and their families, among others.

*Zarina is not admitted to practice law in the state of California and does not currently practice Mexican law.*

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SECRETARY **KATHLEEN LEACH**

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### EDUCATION

Universidad Autonoma de Baja California, Law Department, Tijuana, Baja California, Mexico  
Universidad Panamericana, Law Department, Guadalajara, Jalisco, Mexico

### LANGUAGES

ENGLISH  
SPANISH

### DATES

JOINED: 2015

San Diego

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